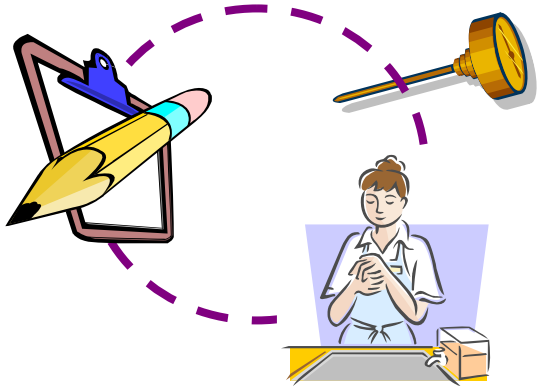
Food Safety Plan

Based On Process Approach to Hazard Analysis Critical Control Point (HACCP)

for

School Agency Name:

School/Facility:



Date This Plan is Effective:

Components of Food Safety Plan

FOOD SAFETY PLAN/DESCRIPTION OF THIS SCHOOL FACILITY.....Page 1

CATEGORIZING MENU ITEMS
- Procedures Followed when Categorizing Menu Items.....Page 2
- Chart - Menu Items Categorized According to Process 1, 2 or 3 .....Page 3

IDENTIFIED CONTROL MEASURES (CCPS)
- Process 1 .....Page 4
- Process 2 .....Page 5
- Process 3 .....Page 6
- Process 1 – Chart (for posting as job aid) .....Page 7
- Process 2 – Chart (for posting as job aid) .....Page 8
- Process 1 – Chart (for posting as job aid) .....Page 9
- Minimum Internal Cooking Temperature Chart .....Page 10
- Informing Food Service Employees/Volunteers .....Page 11

STANDARD OPERATING PROCEDURES
- Index Page12
- General/Specific to Process 1 .....Pages13-44
- Specific to Process 2 .....Pages 45-46
- Specific to Process 3 .....Pages 47-49

MONITORING
Monitoring Responsibilities .....Page 50

CORRECTIVE ACTIONS
- Corrective Action Responsibilities .....Page 51
- Summary of Specific Corrective Actions for Critical Control Points ....Pages 52-53

RECORDKEEPING
- Responsibilities for Recordkeeping/Location & Retention of Records .....Page 54
- Records in Use by Site .....Pages 55-67

EMPLOYEE HEALTH/TRAINING
- New Employee/Volunteer Orientation & Ongoing Training .....Page 68
- New Employee/Volunteer Orientation Agreement .....Page 69
- Training Calendar .....Page 70
- In-service Training Session Roster.....Page 71

REVIEW OF FOOD SAFETY PLAN & CHECKLIST.....Page 72-74

IMPORTANT TERMS .....Pages 75-76

Food Safety Plan

This plan was developed *(month and year)* by *(name, job title and place of employment e.g. sponsor and/or school)* .
Assistance was provided by: *(names)* .

This food safety plan is based on ***USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles*** (June 2005) and the Wisconsin Food Code. The school agency may choose to be more restrictive than this code.

Description of this School Facility

1. Name of School Agency:

2. Name of Serving Site:

3. Name and Title of Person in Charge for Food Service at this Site:

4. Type of Site:
   - ☐ Production Kitchen
   - ☐ Satellite with no on-site food preparation - food delivered to site is ready-to-serve and any leftovers are discarded.
   - ☐ Satellite with very limited food preparation - *Describe*:
   - ☐ Satellite with extensive meal preparation and assembly of menu items - *Describe*:

5. Number of daily meals served:
   Breakfast: After School Care Snacks:
   Lunch:

6. School site has ☐ A la Carte sales ☐ Does Catering

7. Number of food service employees/volunteers working at this site:
   Full time employees
   Part-time employees
   Adult volunteers Student workers
   Substitutes ☐ specifically for this site ☐ shared with other sites

8. Additional comments about serving site:

Procedures Followed When Categorizing Menu Items

Recommendations for categorizing menu item as Process 1, Process 2, or Process 3 are included here to assist schools with the process. Check those that were followed when developing the food safety plan.

- ☐ Included the menu items for all programs (lunch, breakfast, after school snack).
- ☐ Categorized all items, even those that do not meet the definition for potentially hazardous. Put an * by items that are potentially hazardous to alert those using the chart that these items need to be handled with special care.
- ☐ Abbreviated the number of items on the list by grouping like items (e.g., fresh fruit, canned fruit, heated vegetables, pre-cooked chicken products, pre-packaged snacks). However, those items within a group that are potentially hazardous should be listed separately. An example is listing melon and sprouts separately from "fresh produce", if these items are used at the site.
- ☐ Casseroles and other combination dishes are listed separately.
- ☐ Due to differences in cooling times, specific menu items are listed in the Process 3 column and not lumped together as "leftovers".
- ☐ Items are listed in only one category. If a heated item is occasionally used as a leftover, then the items should be listed in process 3. *Note: There may be situations that arise (e.g., school is closed due to weather after lunch preparation has begun) that should not change how items are categorized. It would not be necessary to categorize items as process 3 because of an emergency situation. However, such situations should prompt school food service operations to develop a standard operating procedure (SOP) for emergency situations.*
- ☐ A cycle menu is used. The food service manager/director determines the appropriate process category for each menu item when writing this plan and listed all menu items in the table on the following list. When new items are added to the cycle menu, the list is updated by:
- ☐ The menu varies from one period to the next, so the menu items in one month's menu is categorized into the three processes on the chart. Menu items will continually add to the as each monthly menu is reviewed until the list is completed. The responsibility for updating the food safety plan with additional items is:
- ☐ A la carte and catering items have also been categorized as process 1, 2 or 3 on the list. N/A ☐

Describe and school specific procedures/modifications, if any, below:

Chart: Menu Items Categorized According to Process 1, 2 or 3

Process 1 (No Cook)	**Process 2** (Cook and Serve Same Day)	**Process 3** (Complex Food Preparation)

*potentially hazardous food items

Identified Control Measures

Process 1 – No Cook

***** Keep Potentially Hazardous Foods Below 41°F *****

Critical Control Point(s):

Holding Cold Potentially Hazardous Foods – Critical limit is 41°F or below.

General Standard Operating Procedures and Those Specific to Process 1:

Check those SOPs that pertain to this school site:

- ❒ Hand Washing (SOP #1)
- ❒ Health and Personal Hygiene (SOP #2)
- ❒ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ❒ Visitors in Food Service (SOP #4)
- ❒ Using and Calibrating of Food Thermometers (SOP #5)
- ❒ Facility and Equipment Maintenance (SOP #6)
- ❒ Approved Food Source (SOP #7)
- ❒ Handling a Food Recall (SOP #8)
- ❒ Receiving Deliveries (SOP #9)
- ❒ Storing Food (SOP #10)
- ❒ Storing and Using Chemicals (SOP #11)
- ❒ Washing & Handling Fresh Fruits and Vegetables (SOP #12)
- ❒ Thawing Potentially Hazardous Foods (SOP #13)
- ❒ Controlling Time and Temperature During Preparation (SOP # 14)
- ❒ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ❒ Date Marking Ready-to-Eat, Potentially Hazardous Foods (SOP #16)
- ❒ Holding Potentially Hazardous Foods (SOP #17)
- ❒ Transporting Food to Remote Sites (Satellite Kitchens) (SOP #18)
- ❒ Serving Food (SOP #19)
- ❒ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- ❒ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ❒ Wiping Cloths (SOP #22)
- ❒ Using Time as a Public Health Control in Potentially Hazardous Foods [where specific plans have been approved by state Department of Health and Family Services, state sanitarians, and/or local agents] (SOP #23)

Process 2 – Cook and Serve the Same Day

***** Cook Potentially Hazardous Foods to Correct Temperature. *****
***** Hold and serve at 135°F. or above *****

Critical Control Point(s):

Check those Critical Control Points that apply to this school site:

- ❒ Cooking Potentially Hazardous Food (SOP #24)
- ❒ Reheating Fully Cooked, Commercially Processed, Potentially Hazardous Products (SOP #25)
- ❒ Holding Potentially Hazardous Foods (SOP #17)
- ❒ Refer to Temperature Chart for Specific Critical Limits (minimum internal cooking temperatures required for 15 seconds) on page 10. This chart is posted in food preparation sites (including satellite operations that heat food items). All temperatures meet or exceed the minimum cooking temperatures specified in Wisconsin Food Code.
- ❒ Controlling Time and Temperature During Preparation (SOP #14)

General Standard Operating Procedures and Those Specific to Process 1:

Check those SOPs that pertain to this school site:

- ❒ Hand Washing (SOP #1)
- ❒ Health and Personal Hygiene(SOP #2)
- ❒ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ❒ Visitors in Food Service (SOP #4)
- ❒ Using and Calibrating of Food Thermometers (SOP #5)
- ❒ Facility and Equipment Maintenance (SOP #6)
- ❒ Approved Food Source (SOP #7)
- ❒ Handling a Food Recall (SOP #8)
- ❒ Receiving Deliveries (SOP #9)
- ❒ Storing Food (SOP #10)
- ❒ Storing and Using Chemicals (SOP #11)
- ❒ Washing and Handling Fresh Fruits and Vegetables (SOP #12)
- ❒ Thawing Potentially Hazardous Foods (SOP #13)
- ❒ Controlling Time and Temperature During Preparation (SOP # 14)
- ❒ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ❒ Date Marking Ready-to-Eat, Potentially Hazardous Foods (SOP #16)
- ❒ Holding Potentially Hazardous Foods (SOP #17)
- ❒ Transporting Food to Remote Sites (Satellite Kitchens) (SOP #18)
- ❒ Serving Food (SOP #19)
- ❒ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- ❒ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ❒ Wiping Cloths (SOP #22)
- ❒ Using Time as a Public Health Control in Potentially Hazardous Foods [where specific plans have been approved by state Department of Health and Family Services, state sanitarians, and/or local agents] (SOP #23)

Standard Operating Procedures Specific to Process 2:

Check those SOPs that pertain to this school site:

- ❒ Cooking Potentially Hazardous Food (SOP #24)
- ❒ Reheating Fully Cooked, Commercially Processed Products (#25)
- ❒ Holding Potentially Hazardous Foods (SOP #17)
- ❒ Controlling Time and Temperature During Preparation (SOP #14)

Process 3 – Cook, Cool, Reheat, Serve (Complex)

*****Limit Time in the Danger Zone (41 – 135° F.) *****

Critical Control Point(s):

Check those Critical Control Points that apply to this school site:

- ❒ Cooking Potentially Hazardous Food (SOP #24)
- ❒ Reheating Fully Cooked, Commercially Processed, Potentially Hazardous Products (SOP #25)
- ❒ Cooling Potentially Hazardous Foods (SOP #26)
- ❒ Reheating Potentially Hazardous Foods – Leftovers/Advance Preparation (SOP #27)
- ❒ Refer to Temperature Chart for specific critical limits (i.e. minimum internal cooking temperatures required for 15 seconds) on page 10. This chart is posted in the kitchen. All temperatures meet or exceed the minimum cooking temperatures required by the Wisconsin Food Code.

General Standard Operating Procedures and Those Specific to Process 1:

Check those SOPs that pertain to this school site:

- ❒ Hand Washing (SOP #1)
- ❒ Health and Personal Hygiene (SOP #2)
- ❒ No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use (SOP #3)
- ❒ Visitors in Food Service (SOP #4)
- ❒ Using and Calibrating of Food Thermometers (SOP #5)
- ❒ Facility and Equipment Maintenance (SOP #6)
- ❒ Approved Food Source (SOP #7)
- ❒ Handling a Food Recall (SOP #8)
- ❒ Receiving Deliveries (SOP #9)
- ❒ Storing Food (SOP #10)
- ❒ Storing and Using Chemicals (SOP #11)
- ❒ Washing and Handling Fresh Fruits and Vegetables (SOP #12)
- ❒ Thawing (SOP #13)
- ❒ Controlling Time and Temperature During Preparation (SOP # 14)
- ❒ Preventing Cross-Contamination During Storage and Preparation (SOP #15)
- ❒ Date Marking Ready-to-Eat, Potentially Hazardous Foods (SOP #16)
- ❒ Holding Potentially Hazardous Foods (SOP #17)
- ❒ Transporting Food to Remote Sites (Satellite Kitchens) (SOP #18)
- ❒ Serving Food (SOP #19)
- ❒ Preventing Cross-Contamination at Food Bars/Self Service (SOP #20)
- ❒ Cleaning and Sanitizing Food Contact Surfaces (SOP #21)
- ❒ Wiping Cloths (SOP #22)
- ❒ Using Time as a Public Health Control in Potentially Hazardous Foods [where specific plans have been approved by state Department of Health and Family Services, state sanitarians, and/or local agents] (SOP #23)

Standard Operating Procedures Specific to Process 2:

Check those SOPs that pertain to this school site:

- ❒ Cooking Potentially Hazardous Food (SOP #24)
- ❒ Reheating Fully Cooked, Commercially Processed Products (SOP #25)

Standard Operating Procedures Specific to Process 3:

Check those SOPs that pertain to this school site:

- ❒ Cooling Potentially Hazardous Foods (SOP #26)
- ❒ Reheating Potentially Hazardous Food-Leftovers/Items Prepared Prior Day (SOP #27)

PROCESS 1 - Chart
No Cook

GENERAL
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

RECEIVE
Receiving Deliveries

STORE
Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

PREPARE
Washing & Handling Fresh Fruits & Vegetables, Thawing Potentially Hazardous Foods Controlling Time and Temperature During Preparation, Date Marking Ready-to-Eat/Potentially Hazardous Foods, Preventing Cross-Contamination During Storage and Preparation, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

HOLDING
CCP: Hold Potentially Hazardous Foods at or Below 41^{o}F. Check and Record Temperatures.

SERVE
Transporting Food to Remote Site, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

PROCESS 2 - Chart

Cook/Reheat & Serve Same Day

GENERAL

Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing Potentially Hazardous Food Controlling Time & Temperature During Preparation, Preventing Cross-Contamination During Storage and Preparation Date Marking Ready-to-Eat/Potentially Hazardous Foods, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

COOK/REHEAT FULLY COOKED COMMERCIALLY PROCESSED PRODUCTS

CCP: Cook/Reheat Fully Cooked Commercial Products to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures;

HOT HOLD

CCP: Hold Potentially Hazardous Foods At or Above 135^{o}F. Check & Record Temperatures.

SERVE

Transporting Food to Remote Site, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

PROCESS 3 - Chart

Cook, Cool, Reheat, Serve (Complex)

GENERAL

Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

RECEIVE

Receiving Deliveries

STORE

Storing Food, Storing & Using Chemicals, Preventing Cross Contamination During Storage and Preparation

PREPARE

Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature During Preparation, Preventing Cross-Contamination During Storage & Preparation, Date Marking Ready-to Eat Potentially Hazardous Foods Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

COOK/REHEAT FULLY COOKED, COMMERCIALLY PROCESSED PRODUCTS

CCP: Cook Potentially Hazardous Foods to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

COOL

CCP: Cool Potentially Hazardous Foods from 135 ^{o}F to Minimum Internal Temperature of 70^{o}F or Less within 2 Hours & to 41^{o}F or Less within an Additional 4 Hours. Check & Record Temperatures/Develop Cooling Study & SOP for Each Item

REHEAT LEFTOVERS/ITEMS PREPARED ON PRIOR DAY

CCP: Reheat Potentially Hazardous Foods to Internal Temperature of 165^{o}F or More within 2 Hours. Check & Record Temperatures.

HOT HOLD

CCP: Hold Potentially Hazardous Foods At or Above 135^{o}F.
Check & Record Temperatures.

SERVE

Transporting Food to Remote Site, Holding Potentially Hazardous Foods, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

Minimum Internal Cooking Temperature Chart

Potentially Hazardous Foods

Poultry (Raw)

- Whole 165ºF
- Legs, thighs & wings 165ºF
- Breasts 165ºF
- Ground 165ºF

Ground Meats (Raw) 155ºF

Fish, Beef, Pork, Shell Eggs (Raw) 145ºF

Commercial Processed, Fully-Cooked Poultry, Meat, Fish
(e.g., ham, roast beef, turkey, chicken) 135ºF
Unless Specified by Manufacturer

Heated Vegetables & Fruits for Hot Holding 135ºF

Leftovers Containing Potentially Hazardous Foods 165ºF

All products must reach the minimum temperature specified above for at least **15 seconds.**

Note: *These temperatures meet the requirements of the Wisconsin Food Code. Schools may set higher temperatures to meet customer expectations for food temperatures, especially if products are held or transported. Care should be taken to maintain the quality of food products by not subjecting food items to high temperature abuse. Change the temperatures to reflect the school agency practices and use this chart as a job aid.*

Informing Food Service Employees/Volunteers

The food service manager or other designated employee will ensure that all appropriate staff and volunteers are aware of the menu items, the appropriate process category, and the necessary control measures by: *Check those that apply*.

- ☐ Posting the process charts and other instructions in each food service location.
- ☐ Keeping the charts and other instructions in the school's plan (three-ring binder) located at each school.
- ☐ Keeping menus, information and logs with this school's plan in a three-ring binder located in designated place at the site.
- ☐ Keeping a master copy of the plan in directors/manager's office.
- ☐ Providing an overview of the Process Approach to Hazard Analysis Critical Control Point (HACCP) when hired and before handling food. Ongoing training will be provided per annual training schedule and as needed.
- ☐ Providing appropriate instructions to student workers, volunteers, and/or substitute food service staff on the process approach to HACCP, a list of necessary procedures relevant to the tasks they will be performing, and location of the monitoring records.
- ☐ Posting job aids, when possible, to assist staff, student workers and/or volunteers with following proper procedures.
- ☐ Other: Describe:

Standard Operating Procedures Index

Note: *The prototype Standard Operating Procedures (SOPs) listed below were adapted for use in Wisconsin school agencies. Modifications should be made for each serving site based on school's procedures. The General/Specific to Process 1 SOPs apply to menu items categorized in Process 2 and Process 3, where applicable. The SOPs for menu items in the Process 2 category apply to menu items in the Process 3 category, where applicable. Check those that apply to the serving site.*

Reference Number and Title ____ Page No___.

General/Specific to Menu Items Categorized in Process 1

❒#1 - Hand Washing.....Page 13
❒#2 – Health & Personal Hygiene .....Pages 14 -15
❒#3 - No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use .Page 16
❒#4 - Visitors in Food Service .....Page 17
❒#5 - Using and Calibrating Food Thermometers .....Pages 18-19
❒#6 - Facility and Equipment Maintenance .....Page 20
❒#7 - Approved Food Source .....Page 21
❒#8 - Handling a Food Recall.....Page 22
❒#9 - Receiving Deliveries.....Pages 23-24
❒#10 - Storing Food .....Pages 25-26
❒#11 - Storing and Using Chemicals.....Page 27
❒#12 - Washing & and Handling Fresh Fruits and Vegetables .....Page 28
❒#13 - Thawing .....Page 29
❒#14 - Controlling Time and Temperature During Preparation .....Page 30
❒#15 - Preventing Cross-Contamination During Storage and Preparation .....Page 31
❒#16 - Date Marking Ready-to-Eat, Potentially Hazardous Foods.....Page 32
❒#17 - Holding Potentially Hazardous Foods.....Pages 33-34
❒#18 - Transporting Food to Remote Sites (Satellite Kitchens) .....Pages 35-36
❒#19 - Serving Food.....Page 37
❒#20 - Preventing Cross-Contamination at Food Bars/Self Service .....Page 38
❒#21 - Cleaning and Sanitizing Food Contact Surfaces.....Pages 39-41
❒#22 - Wiping Cloths .....Page 42
❒#23 - Using Time As Public Health Control for Potentially Hazardous Foods.....Page 43-44

Specific to Menu Items Categorized in Process 2

❒#24 - Cooking Potentially Hazardous Food.....Page 45
❒#25 – Reheating Commercial Processed, Fully Cooked Products.....Page 46

Specific to Menu Items Categorized in Process 3

❒#26 - Cooling Potentially Hazardous Foods.....Pages 47-48
❒#27 - Reheating Potentially Hazardous Food.....Page 49 Leftovers/Items Prepared Prior Day

#1 – Hand Washing
Standard Operating Procedure

1. Food service employees, volunteers and students workers or other individuals that prepare and/or serve food receive training on handwashing. Training may include ☐ viewing a handwashing video ☐ a demonstration of proper handwashing procedures ☐ other effective training method. describe:
2. Handwashing signs are posted in language (s) understood by all food service staff near all handwashing sinks in food preparation, service areas and in restrooms.
3. Designated handwashing sinks are used for handwashing only. Food preparation, utility, and dishwashing sinks are not used for hand washing (with the exception of the sink used for the pre-wash step).
4. Hand washing sinks are supplied with warm running water, soap, and single-use paper towels. Provide a waste container at each hand washing sink. Note: Warm air hand dryers are allowed in restrooms only.
5. Hand washing sinks are accessible anytime employees, volunteers, and student workers are present.
6. Hands are washed:
    - Before starting work
    - Upon entering a food preparation area
    - When moving from one food preparation activity to another
    - Before putting on or changing gloves
    - After using the restroom
    - After sneezing, coughing, or using a handkerchief or tissue
    - After touching hair, face, or body
    - After handling raw meats, poultry, or fish
    - After any clean up activity such as sweeping, mopping, or wiping counters
    - After touching dirty dishes, equipment, or utensils
    - After handling trash
    - After handling chemicals
    - After touching anything that contaminates hands.
7. Food service staff follow proper handwashing procedures as indicated below:
    - Wet hands and forearms with warm, running water (at least 85 ºF) and apply soap.
    - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds.
    - Rinse thoroughly under warm running water for 5-10 seconds.
    - Dry hands and forearms thoroughly with single-use paper towels.

Corrective Action: Employees, volunteers, student workers and others observed not washing their hands at appropriate times or using improper procedure will be asked to wash their hands. Need for retraining will be evaluated and provided.

#2 – Health and Personal Hygiene
Standard Operating Procedure

The person in charge will follow food code requirements to exclude or restrict employees/volunteers and student workers and others based on health status. In addition, the person in charge will limit contact of employees with cold type illness with ready to eat foods. Such restrictions, exclusions, and limitations will also apply to volunteers, student workers, and others who assist with food preparation, service and clean up. The policy will apply to all visitors, vendors, and those who are on site in official capacity.

Personal hygiene and health policy will be reviewed with employees/volunteers/student workers as part of orientation, at start of each school year (e.g., at annual staff in-service) and whenever there are issues to address pertaining to the health of or exposure to diseases that can be transmitted through food or contact with students. According to this policy, each employee, volunteer, and student worker who hands or serves food is required to:

1. Report to person in charge any information about their health as it relates to diseases that are transmissible through food.
   - Symptoms that must be reported to person in charge prior to reporting for work: diarrhea, fever, vomiting, jaundice, and sore throat with fever. Employees, volunteers, student workers or others experiencing these symptoms while at work must immediately report their condition to the person in charge.
   - The person in charge must **exclude** or **restrict** food service employees/volunteers or students workers based on following criteria

     Exclude:
     - Diagnosis of food borne illness (e.g., Salmonella Typhi, E. coli 0157:H7)
     - Sudden onset of diarrhea or vomiting.
     - Jaundice.

     "Exclude" means not entering any part of the food service operation where food and equipment are stored, prepared, or served). Exclude for 24 hours after vomiting and diarrhea subside. Contact health department/inspector for consultation on jaundice.

     Restrict:
     - Fever with sore throat.
     - Lesions containing pus on hand, wrist, or on exposed body part (such as boils and infected wounds, however small).
     - Discharge from ears, nose, or eyes.

     "Restrict" means not working with exposed food, clean utensils and equipment, clean linens and unwrapped single-service articles.
2. Contact local health department/health inspector for consultation about employee health issues.

#2 – Health and Personal Hygiene, continued (SOP)

3. Report to work in clean clothing and wearing closed-toe shoes.
4. Put on clean apron and change it when it becomes soiled.
   - Wear apron only while at work in food service areas (not worn to and from work).
   - Remove apron before using the restroom or going on break.
5. Wear hairnets or designated hair restraint to effectively restrain all hair while in food production area and performing food production, meal service, and other tasks where food and food contact surfaces are at risk for contamination by hair.
6. Wash hands properly, frequently, and at the appropriate times.
7. Keep fingernails trimmed, filed, and maintained so that the edges are cleanable and not rough.
8. Make special provisions with the person in charge if artificial fingernails and/or fingernail polish is/are worn. These provisions would include wearing gloves to prevent contamination of food during meal preparation and/or service.
9. Limit jewelry on arms or hands to a plain-banded ring only. Bracelets and other jewelry on arm and hands are not worn when preparing food. Medical alert identification tags are permitted as necklaces.
10. Treat and bandage any cut, abrasion, or burn that has broken the skin immediately. When hands are bandaged, single-use gloves must be worn. Change disposable gloves as often as handwashing is required. Wash hands after discarding gloves.
11. Eat, drink, or chew gum only in designated areas where food or food contact surfaces may not become contaminated. A closed beverage container may be used in food production area.
12. Refrain from use of any tobacco products, as required by school agency policy.
13. Taste food(s) using the following procedures:
    - Place a small amount of food into a separate container.
    - Step away from exposed food and food contact surfaces.
    - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish washing area. The soiled teaspoon shall not be reused for tasting unless washed, rinsed and sanitized.
    - Wash hands immediately.

Corrective Action:

Employees, volunteers, or student workers/others who are not in compliance with health or personal hygiene SOP will be asked to review the SOP. The incident will be reported to the supervisor. Immediately exclude or restrict employee per conditions described in item 1 above. Any affected food will be discarded. The food safety inspector will be contacted to obtain assistance, if needed.

#3 – No Bare Hand Contact When Handling Ready-to-Eat Foods/ Proper Glove Use Standard Operating Procedure

1. Bare hands contact is not permitted when handling ready-to-eat foods at any time.
2. Suitable utensils/supplies are used when handling ready-to-eat food which may include:
   - ☐ Single-use gloves
   - ☐ Deli tissue
   - ☐ Foil wrap
   - ☐ Tongs, spoodles, spoons, and spatulas
3. Use gloves for mixing foods, deli sandwich preparation, vegetable handling (ready-to eat), covering non-infected hand abrasions and any rashes on hand or arms.
4. Wash hands before putting on gloves and after discarding gloves.
5. Use only single-use gloves that are food grade, latex free and powder free.
6. Use appropriate size of gloves to ensure proper fit.
7. Store and dispense gloves to prevent contamination.
8. Check gloves to make sure they are intact, without tears or imperfections before use.
9. Discard gloves when they are torn, damaged or soiled.
10. Wash hands after removing gloves.
11. Change gloves whenever an activity or workstation change occurs, or whenever they become contaminated:
    - After touching equipment (such as refrigerator doors) or utensils that have not been cleaned and sanitized.
    - After contacting chemicals.
    - After interruptions in food preparation occur, such as when answering the telephone or checking in a delivery.
    - After handling money.
    - After sneezing, coughing, or touching of hair or face.
12. Don't reuse gloves after they have been removed.
13. Cover infected area (red, swollen, warm, or pus-forming) on hands with an impermeable cover and wear a single-use glove.

Corrective Action:

Employees, volunteers, student workers, and others involved in food preparation and service observed not following proper procedures will be asked to review the procedures in the food safety plan. Any food items that have been contaminated by bare hand contact will be discarded. Re-training will be provided, when necessary.

#4 – Visitors in Food Service
Standard Operating Procedure

Visitors in food service (including students, non-production staff, sales people, volunteers and those on-site on an official capacity) will be kept to a minimum. When visitors are present, they must adhere to safe food safety practices and safety precautions to prevent injury.

1. The person in charge will:
   - Limit access to unauthorized personnel in food preparation, serving and storage areas as part of the school agency's food safety and bio-security procedures.
   - Limit access of visitors to those with job functions that require his/her presence during food preparation and service.
   - Provide hair restraints to those permitted access in areas where food is being prepared and served.
   - Ensure that all visitors permitted access to food service wash their hands if present during meal preparation and service.

2. Post signs to inform visitors of the following procedures:
   - Approval is needed to access food storage, production and service areas.
   - Location of and proper use of hair restraints.
   - Location of and proper use of hand washing stations.

Corrective Action:

Unauthorized employees, volunteers, and other visitors will be notified that approval is needed to access any food service storage, preparation and storage areas. Any food items that have been contaminated as a result of unauthorized visitors will be discarded. Employee re-training will be provided if visitor access procedures are not followed.

#5 - Using and Calibrating Food Thermometers
Standard Operating Procedure

1. Food service employees or volunteers receive training on the proper procedures for using and calibrating thermometers used to take internal temperature of food.
2. Appropriate food thermometer, those that measure temperatures from 0 ºF (-18 ºC) to 220 ºF (104 ºC) are purchased:
    - Temperatures of individual thin products, such as hamburgers, chicken breasts, filets, nuggets, hot dogs, and sausage patties, must be taken using a thermostat or thermocouple with a thin probe. A digital thermometer with a probe at the tip may also be used. Stacking of items to obtain a temperature reading with bimetallic, dial-faced stem thermometers will not provide an accurate reading of the internal temperature of the product so this procedure is not permitted.
    - Bimetallic, dial-faced stem thermometers are most appropriate for measuring temperatures of thick foods. A dimple mark located on the stem of the thermometer indicates the maximum food thickness that can be accurately measured. In the absence of a dimple mark, assure the thermometer is inserted in food at least 1 ½ inches above the tip. Place thermometer in thicket part, away from bones and fat.
    - Use only oven-safe, bimetallic thermometers when measuring temperatures of food while cooking in an oven. Do not use liquid-filled glass thermometers to probe products.
    - Infrared non-contact thermometers give surface temperatures and should not be used when determining the heated temperature of a food items.
3. Record results on: ☐ appropriate log(s) and/or ☐ daily production plan.
4. Food thermometers are in easy access to food service employees or volunteers during all hours of operation. Several thermometers are available in case of breakage, loss, damage, and for multiple use.
5. Thermometers are cleaned and sanitized after each use by:
    - Washing probe of thermometer by hand with warm, soapy water. Do NOT immerse dial in water.
    - Rinsing probe of thermometer with lean, warm water.
    - Sanitizing probe of thermometer with sanitizing solution approved for food contact surfaces or with alcohol swab.
    - Air drying thermometer to minimize the risk of re-contamination.
6. Store food thermometers in an area that is clean and where they are not subject to contamination or frequent jostling.
7. Use proper method to verify the accuracy of food thermometers.

#5 - Using and Calibrating Food Thermometers, cont.

☐ Calibrate using ice-point method:

a. Fill an insulated container, such as a wide mouth "thermos" bottle with a mixture of crushed ice and water.
b. The container must have crushed ice throughout to provide an environment of 32° F., so pack more ice into the container during the calibration process.
c. When mixture of the water has stabilized after four or five minutes, insert thermometer to be calibrated to the appropriate immersion depth.
d. Be sure to hold the stem of the instrument away from the bottom and sides of the container (preferably one inch) to avoid inaccurate reading.
e. If thermometer is not accurate within $\pm$ 2 of 32 ºF., adjust the temperature accordingly. Manufacturer's instructions will specify how to recalibrate the particular thermometer.

☐ Calibrate using boiling-point method:

a. After the water in the container has reached a complete "rolling" boil, insert the instrument to the appropriate depth.
b. Allow the temperature reading to stabilize before reading temperature. Reading should be 212 ºF ($\pm$ 2 ºF). If not, calibrate to this temperature as directed by manufacturer.

8. Appropriately re-calibrate thermometers to the correct temperatures.
    a. Bimetallic, stemmed, dial-faced thermometer - adjust the temperature by turning the dial while securing the calibration nut (located just under or below the dial) with pliers or a wrench.
    b. Digital thermometer with a reset button - adjust the thermometer according to manufacturer's instructions.
9. Discard inaccurate thermometer that cannot be adjusted.
10. Check the accuracy of the food thermometers:
    - At regular intervals (at least once every two weeks).
    - If dropped.
    - Whenever accuracy is in question.

Corrective Action:

Person in charge will visually observe that thermometers are being used and calibrated correctly during all hours of operation.

1. Retrain any food service employee/volunteer found not following the procedures in this SOP.
2. Retrain employees/volunteers who are improperly using or improperly calibrating food thermometers.

#6 – Facility and Equipment Maintenance
Standard Operating Procedure

Designated person in charge will:

1. Monitor the maintenance of rest room facilities used by school food service personnel, volunteers, and/or student workers so that they function properly and are cleaned daily.
2. Check the supply of liquid soap and disposable towels so that these items available at all times. Replenish as needed.
3. Monitor storage of food waste and rubbish in rodent and insect-proof containers with tight fitting lids.
4. Verify that equipment is in good working order and notify manufacturer's representative when there are problems or questions about equipment functions.
5. Monitor water temperature to ensure that hot water is 85° F or above.
6. Monitor the maintenance of ventilation systems, ensuring that systems are adequate and regularly cleaned according to the set schedule.
7. Contract with manufacturer's representative and/or equipment repair company to schedule annual preventive maintenance for equipment.
8. Log all preventative maintenance.
9. Follow up on any equipment issues as needs arise.

Employees/volunteers will:

1. Report equipment and facility problems promptly to the person in charge.
2. Post sign on equipment if it is not working properly and should not be in use.

Corrective Action:

Equipment breakdown and maintenance problems that occur will be reported to person in charge. Necessary work order will be developed, if applicable. Manufacturer representative will be contact for equipment repair. Documentation will be maintained to show appropriate corrective action was taken.

#7 – Approved Food Source
Standard Operating Procedure

Food items purchased or donated are from approved source, per Wisconsin Food Code and best practices:

1. Assure that all meat. fish and poultry come from approved food source (U.S. Department of Agriculture inspected facility).
2. Accept packaged and processed foods from suppliers who receive their products from licensed and reputable commercial processors.
3. Use only pasteurized processed eggs products.
4. Do not purchase or accept as donations:
    - Raw seed sprouts (that will be served to pre-school children or elderly).
    - Home canned or other items that are not commercially canned products
    - Unlabeled packaged or canned products.
    - "Distressed" potentially hazardous foods available from a food pantry or agency that sells distressed items to nonprofit schools.
5. Use only pasteurized apple juice and cider for service to children.
6. Develop written specifications for potentially hazardous food that include food safety provisions (e.g., milk delivered in clean cartons and cases, bread products delivered on clean racks).
7. Request that suppliers provide written letter to indicate that they follow a HACCP program. Maintain copy of this documentation on file with food safety plan.
8. Coordinate delivery times with suppliers to allow for appropriate receiving procedures, including the monitoring and logging of product temperatures.

Corrective Action:

Reject deliveries and donations of food from non-approved sources. Remove food items received from unapproved source held in food service areas. Discard food items that are unsafe to donate to a food pantry. Person in charge or designated food service employee/volunteer will record the name of the food items from unapproved source, date, time, and the reason why the food was discarded on the Damaged or Discarded Product Log. Maintain the Damaged or Discarded Product Logs for a minimum of 1 year from the date of the second annual food safety inspection.

#8 - Handling a Food Recall
Standard Operating Procedure

1. Person in charge is informed about proper procedures for handling a food recall.
   - Review the food recall notice and specific instructions that have been identified in the notice.
   - Share information with appropriate food service staff and volunteers.
   - Identify and record whether any of the product was received by the school, locate the food recall product at this site, and verify that the food items bear the product identification code(s) and production date(s) listed in the recall notice.
   - Hold the recalled product using the following steps:
     - Physically segregate the product, including any open containers, leftover product, and food items in current production that contain the recalled product.
     - Mark recalled product in intact packaging with "Do Not Use" and "Do Not Discard."
     - Inform the staff and volunteers of the location of the product and not to use it until further notice.
2. Authorized representative will inform the public relations coordinator of the recalled product, if applicable.
3. Inventory the recalled products from all school sites, including the amount in inventory and amount used will be combined, per instructions received from state agency and/or manufacturer involved in recall. Report this information when requested.
4. Follow up when additional instructions are sent regarding disposal and/or pick up of recalled products.
5. Complete and retain all required documentation related to recall.
   - Recall notice
   - Records of how food product was returned or discarded
   - Reimbursable costs
   - Public notice and media communications

Monitoring and Recordkeeping:

Person in charge or designated food service employee/volunteer will record the name of the contaminated food, date, time, and the reason why the food was discarded on the Damaged / Discarded Product Log or invoice. Maintain the Damaged/Discarded Product Logs or invoice for a minimum of 1 year from the date of the second annual food safety inspection.

Corrective Action:

Provide necessary training if food service staff/volunteers fail to follow the procedures or document how recall was handled.

Adapted from: National Food Service Management Institute. (2002). *Responding to a Food Recall.* University, MS: Author.

#9 - Receiving Deliveries
Standard Operating Procedure

1. Person in charge or designee who accepts items is informed about receiving procedures.
2. Negotiate delivery time with supplier that allows for items to be checked in and/or set up an alternate check in procedure with delivery person or other school employee.
3. Post the delivery schedule, including the names of vendors, days and times of deliveries, and the invoice.
4. Establish a rejection policy to ensure accurate, timely, consistent, and effective refusal/return of rejected goods.
5. Note items that are rejected on invoice or packing slip.
6. Organize freezer and refrigeration space, receiving area and store rooms before deliveries to permit food items to be stored in a timely manner.
7. Keep tools needed to check in deliveries in specific location. These tools include: invoice or purchase orders, temperature logs, calibrated thermometers/infrared thermometers, pens, flashlights, and clean loading carts.
8. Do not touch ready-to-eat foods with bare hands.
9. Establish how to mark items for inventory rotation purposes and follow these procedures.
10. Inspect the delivery trucks at least once at start of the school year to ensure that it is clean, free of putrid odors, and organized to prevent cross-contamination. Re-check the truck if there are product issues.
11. Verify that the driver monitors the interior temperature of refrigerated trucks.
12. Confirm vendor name before accepting delivery.
13. Compare delivery invoice against products ordered and products delivered.
14. Compare delivery invoice against products ordered and products delivered.
15. Check deliveries to verify that:
    - Refrigerated foods (such as milk) are delivered on a refrigerated truck.
    - Delivery vehicle is clean and there is no chemicals transported with the food.
    - Frozen food are frozen solid, and do not show signs of thawing and refreezing. (Common signs of thawing and refreezing are large ice crystals on the surface, and frozen juices or liquid in the package.)
    - The temperature of the cold potentially hazardous foods are less than 41 °F. by checking a sample of the products delivered with a clean, calibrated thermometer or an infrared thermometer. Check temperature sample of the products with a calibrated thermometer if the infrared thermometer reveals that the surface temperature is above 41 °F. Place the thermometer between two cartons of milk to check the temperature. For packaged products, insert a food thermometer between two packages without puncturing the wrapper or use an infrared thermometer to obtain surface temperature.
    - Freezer items are in frozen state, free of ice crystals and freezer burn, and show no signs of damage or temperature abuse.
    - All products are labeled with the name and address of the manufacturer.

#9 - Receiving Deliveries, cont.

- Products are within the “use by” date on the package.
- Food packaging is intact. Refuse and product with rips, dents, or leakage.
- Cans are not dented, leaking, swollen, rusted or have flawed seams.
- Cleanliness of crates and other shipping containers.

16. Record temperature of a sample of the delivery on the invoice or temperature log. Designate that items are frozen for a sample of delivered product by recording “Frozen” on the purchase invoice or log.
17. Transfer foods to their appropriate storage locations as quickly as possible.

CORRECTIVE ACTION:

Reject the following:

a. Frozen foods with signs of previous thawing
b. Refrigerated foods that are at an internal temperature above 41°F.
c. Cans that have signs of deterioration – swollen sides or ends, flawed seals or seams, dents, or rust
d. Punctured or damaged packages.
e. Product without proper labels
f. Use by dates that have passed
g. Items delivered in vehicle with dirty interior or vehicle that contains chemicals.
h. Items delivered in dirty crates or pallets.

Monitoring and Record Keeping:

Record the temperature and on the delivery invoice or the receiving log. Indicate what products have been rejected and the reason for the rejection on the log and/or delivery invoice. Invoices/logs will be maintained with other records for a minimum of one year after the date of the second annual food safety inspection.

#10- Storing Food
Standard Operating Procedure

Employees who will be receiving and storing food maintain the storage areas, including dry, refrigerated and freezer storage, by following these steps:

Storage Upon Receiving:

1. Place foods in the proper storage area (refrigerator or freezer) quickly to avoid bacterial growth.
   - 41°F or lower – refrigerator temperatures
   - 0°F or below – freezer temperatures
   - 50° to 70°F at 50 to 60% humidity – dry storage temperatures
2. Place foods into appropriate storage areas immediately upon receipt in the following order:
   - Refrigerated foods
     Store foods in designated refrigerators. If food products are stored together in a refrigerator, they should be placed on shelves in the following order:
     - Prepared or ready-to-eat foods (top shelf)
     - Fish and seafood items
     - Whole cuts of raw beef
     - Whole cuts of raw pork
     - Ground or processed meats
     - Raw poultry (bottom)
   - Frozen foods
   - Dry foods
3. Keep all food items on shelves that are at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Store food out of direct sunlight.
5. Use First In First Out (FIFO) rotation of products in all storage areas to assure that oldest products are used first. Products with the earliest use-by or expiration dates are stored in front of products with later dates. Mixing old food with new food is not acceptable.
7. Make sure items are dated with receiving date and/or use-by date.
8. Store food in original container if the container is clean, dry, and intact. If necessary, repackage food in clean, well-labeled, airtight containers. This also can be done after a package is opened. Food is NEVER put in chemical containers and chemicals are NEVER placed in food storage containers.

#10- Storing Food, cont.

Storeroom sanitation:

1. Maintain clean and uncluttered storage areas. Storage areas should be positioned to prevent contamination from areas where garbage is stored.
2. Dispose of items that are beyond the expiration or "use by" dates.
3. Store all items on shelves at least 6" above the floor to facilitate air circulation and proper cleaning.
4. Check for signs of rodents or insects. If there are signs of the presence of rodents or insects, notify the maintenance or the person in charge.

Temperature Control:

1. Check the temperatures of all refrigerators, freezers, and dry storerooms at the beginning of each shift. This includes both internal and external thermometers, where appropriate.
   - Refrigerator temperatures should be between 36 and 41ºF.
   - Freezer temperatures should be between -10 and 0ºF.
   - Storeroom (dry storage) temperatures should be between 50 and 70ºF.
2. Record cold storage unit temperatures on the appropriate temperature log.
3. Notify designated person immediately of any unacceptable temperatures.
4. Limit overloading refrigerated storage areas, as this prevents air flow and makes the unit work harder to stay cold.
5. Use caution when cooling hot food in the refrigerator, as this warms the unit and can put other foods into the temperature danger zone.
6. Keep units closed as much as possible to maintain proper temperatures.
7. Defrost all units on a regular schedule to aid in proper maintenance and air circulation.

Monitoring and Recordkeeping:

1. Designated person will keep logs for all cold storage units. All corrective action will be noted on temperature logs.
2. Temperature logs will be reviewed by person in charge to make sure there are no temperature deviations and necessary corrective action was taken.
3. Follow up on all reported problems.
5. Keep logs for one year from date of second annual food safety inspection.

Corrective Action:

Discard any potentially hazardous food item that is stored at improper conditions that render the product unsafe to eat. Re-train employees or volunteers.

#11- Storing and Using Chemicals
Standard Operating Procedure

1. Training is provided to employees and volunteers on proper use and storage of chemicals and on the proper use of chemical test kits and first aid as specified in this procedure.
2. A location for storing of Material Safety Data Sheets (MSDS) is designated and employees/volunteers are informed of that designated location.
3. Containers with chemicals are labeled with common name of the substance and the date item was received.
4. All chemicals are stored in designated secured area away from and below food and food contact surfaces using spacing, separate shelves or partitioning.
5. Only chemicals that are necessary to the operation and maintenance of the food service are stored.
6. Cleaners and sanitizers, including dish washing detergent, are never mixed with another chemical to prevent adverse chemical action that may result in injury or death.
7. Sanitizers used in food service are currently approved by WI Department of Health and Family Services.
8. Sanitizing solutions are mixed, tested, and used as recommended by the manufacturer or state sanitarian/local agent conducting food safety inspections.
9. The appropriate chemical test kit is used to measure the concentration of sanitizer to ensure sanitizer is mixed correctly.
10. Chemicals are stored in appropriate containers and the storage location is away from food or food contact surfaces.
11. Medicines for employee use are appropriately labeled, stored in a designated area, and away from food and food contact surfaces.
12. Caustic chemicals (e.g., delimer, oven cleaner) are stored separately to minimize dangerous chemical reactions.
13. Bleach and ammonia are stored separate from each other.

Corrective Action:

Discard any food contaminated by chemicals. Label and/or properly store any unlabeled or misplaced chemicals. Remove chemicals that are no longer used in food service.

#12 - Washing and Handling Fresh Fruits/Vegetables
Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food are trained how to properly wash and store fresh fruits and vegetables.
2. Wash hands using the proper procedure. Refer to "hand washing" SOP (#1).
3. Note if packaged fruits and vegetables are labeled as being previously washed and ready-to-eat are not required to be washed. Do not wash to limit contamination
4. Wash, rinse, sanitize, and air-dry all food-contact surfaces, equipment, and utensils that will be in contact with washed produce, such as cutting boards, knives, and sinks.
5. Wash all raw fruits and vegetables thoroughly before combining with other ingredients, including:
   - Unpeeled fresh fruit and vegetables that are served whole or cut into pieces.
   - Fruits and vegetables that are peeled and cut to use in cooking or served ready-to-eat.
6. Wash fresh produce vigorously under cold running water.
7. Scrub the surface of firm fruits or vegetables such as apples, melons or potatoes using a clean and sanitized brush designated for this purpose.
8. Remove any damaged or bruised areas.
9. Label, date, and refrigerate fresh-cut fruits and vegetables.
10. Serve cut melons within 7 days when held at 41 ºF or below. Refer to "Date Marking Ready-to-Eat, Potentially Hazardous Food" SOP (#16).
11. Use disposable gloves to prevent bare hand contact with ready-to-eat fresh fruits and vegetables that will not be cooked. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods" SOP (#3).

Corrective Action:

Re-wash items that will were not properly cleaned or if any ready-to-eat items were touched with bare hands. Discard cut melons that were not properly labeled, dated and/or refrigerated.

#13 – Thawing Foods
Standard Operating Procedure

Employees/volunteers thawing foods will:

1. Use one of four acceptable methods for thawing potentially hazardous foods:
   - Thaw foods in the refrigerator at 41°F or below. NEVER thaw foods at room temperature.
   - Thaw foods needed for immediate service under potable running water at 70°F or lower. Prepare the product within 4 hours of thawing.
   - Thaw the product in the microwave if product will be cooked immediately.
   - There is no separate thawing – thawing occurs as part of the cooking process.
2. Use the lowest shelf in the cooler for thawing raw meat to prevent cross contamination and separate raw products from cooked and ready-to-eat products.
3. Refrain from thawing potentially hazardous foods or allowing these items to remain at room temperature prior to heating.
4. Do not refreeze thawed foods, unless they are first cooked or processed.

The person in charge will:

1. Review thawing procedures to assure proper procedures are followed.
2. Take corrective action as necessary.

Corrective Action:

Discard any product that is improperly thawed and any ready-to-eat food items that are contaminated during thawing process.

#14 – Controlling Time and Temperature During Preparation Standard Operating Procedure

1. Food service employees and volunteers receive training on the proper procedures for controlling time and temperature during preparation.
2. Clean, sanitized, and calibrated probe thermometer is used to take temperatures during preparation. Refer to the "Using and Calibrating Food Thermometers" SOP (#5).
3. Wash hands prior to preparing foods. Refer to the "Hand Washing" SOP (#1).
4. Use clean and sanitized equipment and utensils while preparing food.
5. Separate raw foods from ready-to-eat foods by keeping them in separate containers until ready to use and by using separate dispensing utensils. Refer to the "Preventing Cross-Contamination During Storage and Preparation" SOP (#15).
6. Pre-chill ingredients for cold foods, such as sandwiches, salads, and cut melons, to 41 ºF or below before combining with other ingredients.
7. Thaw food items following proper procedures. Refer to 'Thawing Potentially Hazardous Foods" SOP (#13)
8. Prepare foods as close to serving times as the menu will allow.
9. Prepare food in batch amounts to limit the time for preparation of any batches of food so that ingredients are not at room temperature for more than 30 minutes before cooking, serving, or being returned to the refrigerator.
10. Limit the total, combined time that food is allowed to be in the temperature danger zone to 4 hours.
11. If potentially hazardous foods are not served immediately after preparation, quickly chill. Refer to the "Cooling Potentially Hazardous Foods" SOP (#26).
12. Reheat potentially hazardous products to 165 degrees F. if an item is heated and then cooled. Refer to "Reheating Potentially Hazardous Foods - Leftovers/Items Prepared On Prior Day" SOP (#27).

Corrective Action:

Discard any product that has been temperature abused to ensure food quality and safety. Provide necessary training if employees or volunteers are not following proper procedures to control time and temperature.

#15- Preventing Cross-Contamination During Storage and Preparation Standard Operating Procedure

1. Food service employees and volunteers receive instructions on procedures to prevent cross-contamination during storage and preparation.
2. Wash hands properly procedures are followed. Refer to "Hand Washing" SOP (#1).
3. No bare hand contact with ready-to-eat food is permitted. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use" SOP (#3).
4. Keep raw animal foods separate from ready-to-eat foods during receiving, storage, and preparation. Eggs, fish, meat, and poultry are stored are not stored on shelves above lettuce, cut melons and luncheon meats in the cooler.
5. Store different types of raw animal foods, such as eggs, fish, meat, and poultry to prevent cross-contamination, except when combined in recipes.
6. Place raw animal foods stored in refrigerators or walk-in coolers on shelves in order of cooking temperatures with the raw animal food requiring the highest cooking temperature on the lowest shelf. For example, raw chicken should be stored below ground beef.
7. Do not commingle unwashed fruits and vegetables with washed fruits and vegetables and other ready-to-eat foods.
8. Dry, cleaned, and sanitized equipment and utensils are used. Refer to instructions in the "Cleaning and Sanitizing Food Contact Surfaces" SOP (#21).
9. Clean and sanitized utensils, knives, pans, cutting boards and other food contact surfaces after using them for raw products.
10. Touch only the surfaces of equipment and utensils that do not come in direct contact with ready to eat food.
11. Stored food items in covered containers or packages, except during quick cool down stage of cooling when placed in refrigeration units.
12. Designate an upper shelf of a refrigerator or walk-in cooler as the "cooling" shelf to minimize contamination. Uncover containers of food during the initial quick cool-down phase to facilitate cooling.
13. Clean exterior surfaces of food containers, such as cans and jars, before opening to remove soil.

Corrective Action:

Foods have been contaminated during storage and preparation will be discarded.

#16- Date Marking Ready-to-Eat, Potentially Hazardous Food Standard Operating Procedure

1. Establish a date marking system and train employees and volunteers accordingly.
   Note: The best practice for a date marking system is to include a label with the product name, the day or date, and time it is prepared or opened and use by date, not to exceed 7 calendar days. Examples of how to indicate when the food is prepared or opened include:
   - *Labeling food with a calendar date (e.g., 5/26) and the use by date (e.g., 6/01).*
   - *Identifying the day of the week (e.g., Monday) and use by date (e.g., Sunday)*
   - *Using color-coded marks or tags (e.g., blue dot. means "cut on Monday and use by Sunday").*
2. Label ready-to-eat, potentially hazardous foods that are prepared on-site.
3. Label any processed, ready-to-eat, potentially hazardous foods when opened.
4. Refrigerate all ready-to-eat, potentially hazardous foods at 41º F or below.
5. Serve or discard refrigerated, ready-to-eat, potentially hazardous foods within 7 days.
6. Indicate with a separate label the date prepared, the date frozen, and the date thawed of any refrigerated, ready-to-eat, potentially hazardous foods.
7. Calculate the 7-day time period by counting only the days that the food is under refrigeration. For example:
   - On Monday, 8/1, lasagna is cooked, properly cooled, and refrigerated with a label that reads, "Lasagna – Cooked – 8/1."
   - On Tuesday, 8/2, the lasagna is frozen with a second label that reads, "Frozen – 8/2." Two labels now appear on the lasagna. Since the lasagna was held under refrigeration from Monday, 8/1 – Tuesday, 8/2, only 1 day is counted towards the 7-day time period.

Corrective Action:

Foods that are not date marked or that exceed the 7-day time period will be discarded

#17- Holding Potentially Hazardous Foods
Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food are trained about proper hot and cold holding procedures. Include in the training a discussion of the temperature danger zone.
2. Wisconsin Food Code is followed when cold and hot holding temperatures:
    - Hold cold foods at 41 ºF or below.
    - Hold hot foods at 135 ºF or above.
3. Preheat steam tables and hot holding units.
4. Use a clean, sanitized, and calibrated probe thermometer to measure the temperature of the food prior to placing in storage units.
5. Take temperatures of holding units by placing a calibrated thermometer in the coolest part of a hot holding unit or warmest part of a cold holding unit.
6. Take temperatures of foods by inserting the thermometer near the surface of the product, at the thickest part, and at other various locations.
7. For cold foods held for service:
    - Take the internal temperature of the food before placing it into any walk-in cooler or reach-in cold holding unit.
    - Chill food in accordance with the "Cooling Potentially Hazardous Foods" SOP (#25) if the food is not 41°F or below.
    - Verify that the air temperature of any cold holding unit is at 41°F or below before use and at least every 4 hours thereafter during all hours of operation.
8. For hot foods held for service:
    - Verify that the air/water temperature of any unit is at 135 ºF or above before use.
    - Reheat foods in accordance with the "Reheating Potentially Hazardous Foods" SOP (#27).
    - Heat hot potentially hazardous foods to 135 ºF or above before placing the food out for display or service.
    - Take the internal temperature of food before placing it on a steam table or in a hot holding unit and at least every 2 hours thereafter, if applicable.

Monitoring and Record Keeping:

Food service employees will record temperatures of food items and document corrective actions taken on the Time and Temperature for Holding (or other appropriate) log. A designated food service employee/volunteer will record air temperatures of coolers and cold holding units on the refrigeration logs. The person in charge will verify that food service employees have taken the required holding temperatures by visually monitoring food service employees/volunteers and reviewing the temperature logs. The temperature logs will be maintained with other records for a minimum of 1 year after date of the second food safety inspection.

#17- Holding Potentially Hazardous Foods, continued

Corrective Action:

1. For hot foods:
    - Reheat the food to 165 ºF for 15 seconds if the temperature is found to be below 135 ºF and the last temperature measurement was 135 ºF or higher and taken within the last 2 hours. Repair or reset holding equipment before returning the food to the unit, if applicable.
    - Discard the food if it cannot be determined how long the food temperature was below 135 ºF.
2. For cold foods:
    - Rapidly chill the food using an appropriate cooling method if the temperature is found to be above 41 ºF and the last temperature measurement was 41 ºF or below and taken within the last 2 hours:
        - Place food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
        - Use a quick-chill unit like a blast chiller.
        - Stir the food in a container placed in an ice water bath.
        - Add ice as an ingredient.
        - Separate food into smaller or thinner portions.
    - Repair or reset holding equipment before returning the food to the unit, if applicable.
    - Discard the food if it cannot be determined how long the food temperature was above 41 ºF.

#18 - Transporting Food to Satellite Kitchens
Standard Operating Procedure

1. Train food service employees on the proper procedures used when transporting food to satellite serving locations.
2. Follow *Wisconsin Food Code* by:
   - Keeping frozen foods in frozen state during transportation.
   - Maintaining the temperature of refrigerated, potentially hazardous foods at 41 ºF or below and cooked foods that are transported hot at 135 ºF or above.
3. Use only food carriers for transporting food approved by the National Sanitation Foundation International or that have otherwise been approved by the state or local health department.
4. Prepare the food carrier before use:
   - Ensure that all surfaces of the food carrier are clean.
   - Wash, rinse, and sanitize the interior surfaces.
   - Ensure that the food carrier is designed to maintain cold food temperatures at 41 ºF and hot food temperatures at 135 ºF or above.
   - Place a calibrated stem thermometer in the warmest part of the carrier if used for transporting cold food, or the coolest part of the carrier if used for transporting hot food. Refer to the "Using and Calibrating Food Thermometers" SOP (#5).
   - Pre-heat or pre-chill the food carrier according to the manufacturer's recommendations.
5. Store food in containers suitable for transportation. Containers should be:
   - Rigid and sectioned so that foods do not mix
   - Tightly closed to retain the proper food temperature
   - Nonporous to avoid leakage
   - Easy-to-clean or disposable
   - Approved to hold food
6. Place food containers in food carriers and transport the food in clean vehicle to remote sites as quickly as possible.
7. Follow "Receiving Deliveries" SOP (#9) when food arrives at the serving site.
8. Check the air temperature of the food carrier to ensure that the temperature suggested by the manufacturer is reached prior to placing food into it.

Monitoring and Recordkeeping:

1. Check the internal temperatures of food using a calibrated thermometer before placing it into the food carrier. Refer to the "Holding Potentially Hazardous Foods" SOP (#17) for the proper procedures to follow when taking holding temperatures. Record the temperature on the transport sheet.
2. Upon receipt of food at satellite, serving personnel/volunteer will record receiving temperatures on the food transport sheet or temperature log. The food transport sheet will be kept for 3 years plus current school year if used to document that the meal met menu planning requirements are met. Temperature logs need to be kept for one year after date of second inspection.

#18 - Transporting Food to Satellite Kitchens, cont.

Corrective Action:

1. Retrain any food service employee or volunteers that do not follow procedures in this SOP.
2. Reheat potentially hazardous foods to 165 ºF for 15 seconds if the internal temperature of hot food is less than 135 ºF and the food will be held for more than 2 hours, unless the school has an approved plan for using time as a temperature public health control. Refer to the "Reheating Potentially Hazardous Foods" SOP (#26).
3. Discard potentially hazardous foods held in the danger zone for 4 hours or more.

#19 - Serving Food
Standard Operating Procedure

1. Train food service employees/volunteers on the proper procedures used when serving food. Refer to the Using and Calibrating Food Thermometers (SOP #5).
2. Wash hands prior to meal service. Refer to the hand washing SOP (#1).
3. Use disposable gloves to prevent bare hand contact with ready-to-eat foods. Refer to "No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use" SOP (#3).
4. Wash hand before putting on disposable gloves, each time the gloves are changed, when changing tasks, and before serving food with utensils. Refer to the "Hand Washing" SOP (#1).
5. Avoid touching ready-to-eat foods with bare hands. Refer to the "No Bare Hand Contact When Handling Ready-To-Eat Foods/Glove Use" SOP (#3).
6. Handle plates or trays by the edge or bottom; cups by the handle or bottom; and utensils by the handles.
7. Store utensils with the handles up or by other means to prevent contamination.
8. Hold potentially hazardous food at the proper temperature. Refer to "Holding Potentially Hazardous Foods" SOP (#17).
9. Serve food with clean and sanitized utensils or by using hands covered with clean, disposable gloves.
10. Place utensils in upright container with handles presented to customer.
11. Set out napkins for customers in proper dispenser.
12. Date mark and cool potentially hazardous foods or discard leftovers. Refer to "Date Marking Ready-to-Eat, Potentially Hazardous Foods" SOP (#16) and "Cooling Potentially Hazardous Foods" SOP (#26).

Corrective Action:

1. Retrain any food service employee/volunteers who do not follow the procedures in this SOP.
2. Replace improperly handled trays and eating utensils. Wash, rinse, sanitize and air-dry if multi-use type. Discard single use type.
3. Discard ready-to-eat food that has been touched with bare hands.

#20 - Preventing Cross-Contamination at Food Bars/Self Service Standard Operating Procedure

1. Food service employees, volunteers, student workers, supervisors and others receive instructions for proper procedures used to prevent cross-contamination at food bars.
2. Adhere to "Hand Washing" SOP (#1) and "Personal Hygiene and Health" SOP (#2).
3. Follow manufacturer's instructions for pre-heating and pre-chilling food bar equipment prior to use.
4. Place all uncovered food items under sneeze guards or follow procedures for preventing contamination of these items.
5. Provide an appropriate clean and sanitized utensil for each container.
6. Take precautions to prevent handles from dropping into food containers.
7. Replace existing containers of food with new containers when replenishing the food bar or self-serve line. Replace the serving utensil, too.
8. Instruct and assist customers (including adults) who do not properly use utensils.
9. Provide a clean tray or disposable item if customers are allowed to return to the food bar or self-serve line for additional items.
10. Store eating utensils with the handles up or in a manner to prevent customers from touching the food contact surfaces.
11. Keep self service bars and serving lines clean and neat to avoid cross-contamination between food items.
12. Use wiping cloths stored in sanitizing solution to wipe up food spills. Refer to "Wiping Cloths" SOP (#22)
13. Avoid using spray chemicals to clean food bars and self-service lines when food is present.
14. Monitor food service bars and self-service by employee or volunteers while in operation.
15. Post signage requiring customer take a clean tray or disposable plate if allowed to return to the food bar or self-service area for "seconds".

Monitoring and Recordkeeping:

Monitor and record temperatures of food in accordance with the "Holding Potentially Hazardous Foods SOP" (# 17) on designated log or other form.

Corrective Action:

1. Retrain any food service employee/volunteers found not following the procedures in this SOP.
2. Discard potentially hazardous food items that are not at correct temperature if the time the item is removed from temperature control is not recorded.
3. Discard any food items contaminated by:
   - Bare hand contact.
   - Coughing, spitting, or sneezing on the food.
   - Foreign objects placed in food containers.
2. Demonstrate to customers how to properly use food

#21 - Cleaning and Sanitizing Food Contact Surfaces
Standard Operating Procedure

1. Food service employees, volunteers and student workers receive appropriate instructions on the proper procedures for clean and sanitize food contact surfaces.
2. Food contact surfaces include but are not limited to: cutting boards, cutting blade on can opener, immersion type thermometer and probes, cooking and serving utensils.
3. Manufacturer's instructions are reviewed for information pertaining to maintenance of equipment and use of chemicals for cleaning and sanitizing the food contact surfaces. Refer to "Storing and Using Chemicals" SOP (#11).
4. All food contact surfaces are washed, rinsed, and properly sanitized:
   - Between uses when preparing different types of raw animal foods, such as egg products, fish, meat, and poultry.
   - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry.
   - Every 4 hours if used to prepare potentially hazardous foods on a continuing basis.
   - Any time contamination occurs or is suspected.
5. Scrape - pre-wash- soak prior to the wash step to eliminate excess soil.
6. Wash, rinse, and sanitize food contact surfaces following appropriate procedures.
   Place a check to indicate what procedures to follow at this site:

❒ <u>3-compartment sink for immersable items and removable parts of equipment</u>
- In the first compartment, wash with a clean detergent solution at or above 110^{o}F or at the temperature specified by the detergent manufacturer.
- In the second compartment, rinse with clean water to remove all food particles and soap.
- In the third compartment:
- Sanitize by use of a Wisconsin Department of Health and Family Services approved chemical sanitizer according to manufacturer's label instructions to achieve proper concentration. Test the sanitizer concentration using an appropriate test kit.
- Immersing in hot water at or above 171^{o}F for 30 seconds.
- Air dry items prior to storing. Do not use towel.

❒ <u>Mechanical dishmachine for utensils, cutting boards, removable parts of equipment</u>
- Verify the information on the data plate with the dishmachine manufacturer.
- Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
- Follow manufacturer's instructions for use.

#21 - Cleaning and Sanitizing Food Contact Surfaces, cont.

- ❒ Hot water used to sanitize, and following the Wisconsin Food Code:
  - ❒ For a stationary, single-temperature machine, the temperature of fresh hot water sanitizing rinse of 165°F or higher.
  - ❒ For all other dishwashing machines with variable wash and rinse temperatures, the temperature is 180°F.
  - ❒ Check for proper temperature by using temperature sensitive test strips.
- ❒ Chemical sanitizer used to sanitize. Follow the Wisconsin Food Code:
  - ❒ Chlorine solution for manual dishwashing - 100 ppm*.
  - ❒ Chlorine solution for dishmachine - 50 ppm*.
  - ❒ Iodine solution - 12.5 to 25 ppm*.
  - ❒ Quaternary ammonia compound solution – Per manufacturer's use directions. Chemical strips/test kits are available to check sanitizer concentration. Improper concentration will not provide effective sanitizing and high concentrations may leave toxic residue.
- Air dry utensils and other food contact surfaces. Do not use towels to dry.
- At end of day, remove strainer screens and clean. Inspect upper and lower sprayer wash arms and nozzles to assure they are not clogged with food or plastic debris. Remove the wash arms to remove any food build up.
- Use chemical de-limer periodically as needed if lime build up occurs.
- Follow manufacturer's instructions for cleaning and maintaining dish machine.

❒ Food Contact surfaces of equipment

Food contact surfaces of in-place equipment must be follow the 5-step process: Scrape/pre-wash, wash, rinse, sanitized, and air dry. Use chemical solution for the sanitizing step.

Food service employees and volunteers will:

1. Visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. Record temperature/chemical concentrations on log during one cycle during breakfast clean up activities, if applicable and during lunch clean up activities.

❒ For hot water sanitizing machines - Ensure that food contact surfaces are reaching the appropriate temperature by monitoring temperature gauges of dish machine with hot water sanitizing, using heat sensitive tape, and/or by using maximum registering thermometers (e.g. T-sticks). The results of testing will be recorded and/or test strip attached to log.

❒ For chemical sanitizing dishmachine - Check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit. Record results on log.

* ppm = mg./L

#21 - Cleaning and Sanitizing Food Contact Surfaces, cont.

Monitoring and Recordkeeping:

Food service employees or volunteers will record monitoring activities and any corrective action taken on the appropriate logs. The logs and checklists will be maintained with other records for at least one year after the date of the second annual food safety inspection.

Corrective Action:

1. Retrain any food service employee, volunteers or student workers found not following the procedures in this SOP.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly

#22 – Wiping Cloths
Standard Operating Procedure

1. Food service employees, volunteers and student workers receive appropriate instructions on use of wiping cloths.
2. Cloths used as wiping cloths for food spills are used for no other purpose.
3. Wiping cloths used for food spills are stored in chemical sanitizer at a concentration specified in the "Cleaning and Sanitizing" SOP (#21) and used for wiping up spills on food- contact and non-food contact surfaces of equipment.
4. Wiping cloth solution is made up fresh each day.
5. Test strips are used to determine the proper concentration and when the sanitizing solution is no longer effective.

Monitoring and Recordkeeping:

Food service employees/volunteer records the test strip concentration for the sanitizing solution on the log. The log will be kept for at least one year after the date of the second annual food safety inspection.

Corrective Action:

1. Retrain any food service employee found not following this SOP.
2. Discard wiping cloths that have been used for other purposes.
3. Discard and make up fresh solution when test strip reveals the improper concentration.

#23 - Using Time as a Public Health Control for Potentially Hazardous Foods
Standard Operating Procedure

1. Food service employees and volunteers receive training on the specific procedures approved by the sanitarian who conducts the food safety inspections and/or procedures approved by DPI/DHFS for school agencies for using time as a public health control. The sanitarian determines what will be suitable procedures for the school site's processes.
2. The approved written procedures clearly identify:
   - Specific potentially hazardous foods for which time rather than temperature.
   - Temperature of specific potentially hazardous food items removed from temperature control and where this temperature is recorded.
     - The internal temperature must be at or below 41 degrees F. at the beginning of this modified holding period for cold potentially hazardous foods.
     - The internal temperature must be at the proper cooked temperature at the beginning of this modified hold period for hot potentially hazardous foods.
   - Procedures used to record the time any remaining product is discarded after the maximum time the food can be held at room temperature and where the time is recorded.
     - Up to 6 hours at an internal temperature of 41-70 degrees F. under monitored conditions for cold potentially hazardous foods. The product must be discarded if the 6 hour time limit is exceeded, the temperature of the cold potentially hazardous food rises above 70 degrees F., or the food is removed from service. The maximum time is 4 hours for hot potentially hazardous foods.
   - There can be do leftovers and no reuse of the specific items that are covered under the written approved procedures.
   - The approved written procedure must be kept on premise with food safety plan.
3. Refer to the "Using and Calibrating Food Thermometers" SOP (#5).
4. Avoid mixing different batches of food together. If different batches of food are co-mingled, the time associated with the first batch of food is the time by which to cook, serve, or discard all the food.

Monitoring and Recordkeeping:

1. Food service employees/volunteers will continually monitor that foods are properly marked or identified with the time the food is removed from temperature control.
2. Food service employees/volunteers will ensure that foods are cooked, served, or discarded by the indicated time.
3. Time and temperature logs are kept for one year after the date of the second annual food safety inspection.

#23 - Using Time as a Public Health Control for Potentially Hazardous Foods, cont.

Corrective Action:

1. Retrain any food service employee or volunteers who are not following the approved written procedures.
2. Discard food that exceeds the 6-hour limit for cold potentially hazardous items held between 41 to 70 degrees F. and the 4-hour limit for hot potentially hazardous food items.

#24- Cooking Potentially Hazardous Foods
Standard Operating Procedure

1. Food service employees/volunteers who prepare or serve food know how to use food thermometer and cook foods using this procedure.
2. If a recipe contains a combination of meat products, cook the product to the highest required temperature.
3. Cook products to the following temperatures on the chart and/or listed below:
    a. 135 ^{o}F. for 15 seconds
        - Heated fruits or vegetables for hot holding
    b. 145 ^{o}F. for 15 seconds
        - Seafood, beef and pork roasts
        - Eggs cooked to order
        - Raw pork products (pork chops)
    c. 155 ^{o}F. for 15 seconds
        - Ground meat products
        - Raw pork, ham and sausage
        - Egg dishes (pooled eggs)
    d. 165 ^{o}F. for 15 seconds
        - Raw or Ground poultry
        - Left over potentially hazardous foods
        - Food items prepared on prior days (complex)
4. Use a clean, sanitized, and calibrated thermometer. Use probe type thermometer for thin items. (Do not stack thin items to obtain temperature reading.)
5. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
6. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
7. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Monitoring and Recordkeeping:

Temperatures will be taken at the end point of cooking and recorded on production records or logs. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards. Keep temperature logs for one year after second annual inspection.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature

#25- Re-heating Fully Cooked, Commercially Processed, Potentially Hazardous Foods Products
Standard Operating Procedure

1. Food service employees/volunteers who prepare or serve food receive instruction on how to use food thermometer and re-heat fully cooked, commercially processed products that are potentially hazardous foods.
2. Re-heat product in accordance with manufacturer's instructions to a minimum of 135 ^{o}F. or 15 seconds if hot holding the products. Follow temperature guidelines if a certain temperature is specified in the instructions.
3. Use a clean, sanitized, and calibrated thermometer. Use probe type thermometer for thin items. (Do not stack thin items to obtain temperature reading.)
4. Avoid inserting the thermometer into pockets of fat or near bones when taking internal cooking temperatures.
5. Take at least two internal temperatures from each batch of food by inserting the thermometer into the thickest part of the product (usually the center).
8. Take at least two internal temperatures of each large food item, such as a turkey, to ensure that all parts of the product reach the required cooking temperature.

Monitoring and Recordkeeping:

Temperatures will be taken at the end point of cooking and recorded on production records or logs. These logs will be monitored by a supervisory employee to ensure that the temperatures meet the minimum standards. Keep temperature logs for one year after second annual inspection.

Corrective Action:

Continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature.

#26- Cooling Potentially Hazardous Foods
Standard Operating Procedure

1. Food service employees and volunteers who prepare or serve food know how to use a food thermometer and how to cool foods using the established procedure for each specific menu item.
2. Modify menus, production schedules, and staff work hours to allow for implementation of proper cooling procedures during course of normal work day, when possible.
3. Prepare and cool food in small batches.
4. Chill food rapidly by effective cooling method specific to the product:
    - Placing food in shallow containers (no more than 4 inches deep) and uncovered on the top shelf in the back of the walk-in or reach-in cooler.
    - Stir the food in a container placed in an ice water bath.
    - Stir the food using a chilling paddle designed for cooling foods quickly.
    - Add ice as an ingredient.
    - Separate food into smaller or thinner portions.
    - Pre-chill ingredients and containers used for making bulk items such as salads.
    - Pre-chill sheet pans in freezer and use to rapidly cool cooked and heated patties.
5. Meet food code requirements for chilling cooked, hot food from:
    - 135 ºF to 70 ºF within 2 hours - Monitor temperatures at 15 minute intervals and take corrective action immediately if food will not be chilled from 135 ºF to 70 ºF within 2 hours.
    - 70 ºF to 41 ºF or below in remaining time - The total cooling process from 140 ºF to 41 ºF may not exceed six hours. Monitor temperature at 30 minute intervals and take corrective action immediately if food will not be chilled from 135 ºF to 41 ºF within the 6-hour cooling process.
6. Conduct a cooling study for each process 3 menu item to develop appropriate procedures. Record the temperature and corrective action taken to cool product within time periods specified in item # 5 above.
7. Develop separate cooling standard operating procedures for each menu item used to successfully cool the products during the cooling study.
8. Chill prepared, ready-to-eat foods such as macaroni salad and cut melons from 70 ºF to 41 ºF or below within 4 hours. Take corrective action immediately if ready-to-eat food is not chilled from 70 ºF to 41 ºF within 4 hours.
9. Check the refrigeration unit to make sure it is adequate to support food volume and cooling method, and it is not overloaded.

Monitoring and Recording:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the cooling process.
2. Monitor temperatures of products at regular throughout the cooling process by inserting a thermometer into the center of the food and at various locations in the product. Record temperatures on cooling log.

#26- Cooling Potentially Hazardous Foods, cont.

3. Designate food service employees/volunteer will record temperatures and corrective actions taken on the Cooling Temperature Log. The Cooling Temperature Logs will be kept for one year past the date of the second annual food safety inspection.

Corrective Action:

1. Reheat cooked, hot food to 165 ºF for 15 seconds and start the cooling process again using a different cooling method when the food is:
    - Above 70 ºF and 2 hours or less into the cooling process; and
    - Above 41 ºF and 6 hours or less into the cooling process.
2. Discard cooked, hot food immediately when the food is:
    - Above 70 ºF and more than 2 hours into the cooling process; or
    - Above 41 ºF and more than 6 hours into the cooling process.
4. Devise a different cooling method for prepared ready-to-eat foods when the food is above 41 ºF and less than 4 hours into the cooling process.
5. Discard prepared ready-to-eat foods when the food is above 41 ºF and more than 4 hours into the cooling process.

#27– Reheating Potentially Hazardous Food
HACCP-Based Standard Operating Procedure

1. Train food service employees and volunteers who prepare or serve food on how to use a food thermometer and how to reheat foods using this procedure.
2. Reheat all foods to a minimum of 165°F for at least 15 seconds.
3. Reheat the following products to 165°F for 15 seconds:
    - Any food that is cooked, cooled and reheated for hot holding
    - Leftovers reheated for hot holding
    - Products made from leftovers, such as soup
    - Precooked, processed foods that have been previously cooled
4. Reheat food for hot holding in the following manner if using a microwave oven:
    - Heat processed, ready-to-eat foods from a package or can to at least 140°F for 15 seconds
    - Heat leftovers to 165°F for 15 seconds
    - Rotate (or stir) and cover foods while heating
    - Allow to sit for 2 minutes after heating
5. Reheat all foods rapidly. The total time the temperature of the food is between 41°F and 165°F may not exceed 2 hours.
6. Serve reheated food immediately or transfer to an appropriate hot holding unit.

Monitoring and Recordkeeping:

1. Use a clean, sanitized, and calibrated probe thermometer to measure the internal temperature of the food during the reheating process.
2. Take at least two internal temperatures from each pan of food by inserting a thermometer into the center of the food and at various locations in the product.
3. Record the temperature on designated temperature log or daily production plan.

Corrective Action: Continue cooking food until the internal temperature reaches the required temperature. Modify the cooking process to achieve the correct time and temperature

Monitoring

Person In Charge Responsibilities:

- Ensuring assigned food service staff/volunteers are properly monitoring critical control points at the required frequency and are completing documenting requirements.
- Monitoring implementation of standard operating procedures and recommending revisions.

Food Service Staff/Volunteers Responsibilities:

- Monitoring individual critical control points (CCPs) in the handling and preparation of food, per the standard operating procedures (SOPs).

_____

Designated Monitoring Responsibilities:

Equipment Temperatures **Person Assigned/Position**

- Cold Storage Units
  - Refrigeration ☐ **N/A** _____
  - Freezers ☐ **N/A** _____
  - Milk Coolers ☐ **N/A** _____
- Dishmachine ☐ **N/A** _____
- Manual Dishwashing ☐ **N/A** _____

Food Temperatures (potentially hazardous)

- Receiving ☐ **N/A** _____
- Preparation/Reheat ☐ **N/A** _____
- Transport ☐ **N/A** _____
- Service ☐ **N/A** _____
- Cooling ☐ **N/A** _____
- Other ☐ **N/A** _____

Thermometers

- Recalibration ☐ **N/A** _____

Concentration of Sanitizing Solution

- Dishwashing
  - Manual Dishwashing ☐ **N/A** _____
  - Dishmachine ☐ **N/A** _____
    ☐ **N/A** _____
- Wiping clothes ☐ **N/A** _____
- Food contact surfaces of equipment (e.g. slicer) ☐ **N/A** _____

Training/Employee Health Agreement

_____

Corrective Action Responsibilities

Determining Corrective Actions:

- The person in charge is responsible for implementing predetermined corrective actions for deviations from control measures including critical control points (CCPs) and standard operating procedures (SOPs).
- Corrective actions for CCPs are stated in the SOPs and reiterated on the following pages.
- Corrective actions for all SOPs are stated on the SOPs.
- The person in charge will review and update the corrective actions at least annually with the assistance of the sanitarian who conducts the food safety inspections.

Training:

- In addition to the corrective actions outlined on the following table and in the SOPs, food service staff/volunteers will be trained on a continuous basis to take corrective actions and document these actions, when necessary.

Documenting Corrective Actions:

- Food service staff/volunteers will be responsible for documenting any corrective actions taken. Of special concern are the critical control points.

Summary of Corrective Actions for Critical Control Points

Critical Control Point (CCPs)	General Situation	Appropriate Corrective Actions
COOKING	If food does not reach the minimum internal temperature required by Wisconsin Food Code within the time specified on the chart, recipe or manufacturer's instructions…	**If no real problem is suspected:** • Extend heating/cooking time. • Train the employee/volunteer to check internal temperatures of products rather than relying on time. **If the thermometer inaccuracy is suspected:** • Calibrate the thermometer and retest product. • Establish and follow standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers per SOP. **If the oven temperature is suspected:** • Use an oven thermometer to check the internal temperature of the oven. • Complete a work order for maintenance to check the thermostat. Contact manufacturer's representative to make appointment for repairs.
COOLING	If hot food is above 70°F and it is less than 2 hours into the cooling process…	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 41°F and it is less than 6 hours into the cooling process…	Reheat to 165°F for 15 seconds and start the cooling process again using more effective cooling methods.
	If hot food is above 70°F and it is more than 2 hours into the cooling process…	Discard the food. Establish a cooling method that will meet food code requirements for future use with this specific food item.
	If hot food is above 41°F and it is more than 6 hours into the cooling process…	Discard the food. Establish a cooling method that will meet food code requirements for future use with specific food item.
REHEAT	If hot food is not reheated quickly to 165°F…	Discard the food. Establish a heating method that will meet food code requirements for future use with specific food item.
HOT HOLD	If hot food being held is found to be below 135°F…	**If time is used as a control:** Maintain record that show the time and the temperature of the food when it was removed from temperature control. Document of production record, packing slip or log, as specified by SOP. Record the time item was discarded (Must be within 4 hours if hot food and 6 hours if cold food)

HOT HOLDING, CONT.		**If the thermometer may be incorrect:** • Calibrate the thermometer and retest product. • Establish a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate thermometers. **If time is not used as a control and the thermometer is calibrated:** • Reheat the hot food to 165°F for 15 seconds and then hold above 135°F. • When the hot holding equipment appears not to be working properly, complete a work order for maintenance to check it or notify the person in charge.
COLD HOLDING	If cold food being held is found to be above 41°F …	**If time is used as a control:** • Maintain records that show the time and the temperature of the food when it was placed in the holding unit. Record the time and temperature of product left in the hot holding unit. Discard any product that was not served within 6 hours. **If incorrect thermometer is suspected:** • Calibrate the thermometer and retest product. • Establish and follow a standard operating procedure for calibrating thermometers. • Train employees/volunteers to calibrate and use calibrated thermometers. **If time is not used as a control and the thermometer is calibrated:** • Chill the cold food to 41°F or less and then hold below 41°F. • If you suspect that the cold holding equipment is not working properly, re-locate potentially hazardous items to a properly functioning cold storage unit. Contact manufacturer's representative. complete a work order for maintenance to check and/or notify person in charge.

Recordkeeping

Responsibilities for Recordkeeping/Location & Retention of Records

Food Service Staff/Volunteer Responsibility:

- All food service staff/volunteers will be held responsible for recordkeeping duties, as assigned. Overall, *(insert name and title)* will be responsible for making sure that records are being made and for filing records in the proper place.

Recordkeeping Procedure:

- Appropriate forms/logs will be selected and adapted for use at school site. *Note: The prototypes are included in this food service manual. Select those that are appropriate.*
- All forms/logs will be kept in designated area in food service, unless otherwise specified on school site's SOP.
- All forms/logs will be replaced as needed and employees/volunteers will know where to find blank replacement forms.
- All completed forms will be kept in *(specify exact location)* .

Employee/Volunteer Training:

- The *(job title only)* is responsible for informing all food service personnel/volunteers on the use and importance of recording critical information.

Maintenance of Records:

- All monitoring records, including temperature logs, will be maintained for at least one year from the most recent second annual inspection. **Note:** Production records, free and reduced price meal applications, and other documents that show compliance with federal school meal programs must be kept for 3 years plus the current school year.

Documentation (Records)	**Documentation Schedule**
Product Records	
Food Recall	For each instance
Cooling Temperature Study	For each item in Process 3
Damaged or Discarded Product Log	For each instance
Temperature Records	
Receiving Temperatures	Each Delivery
Food Transport Sheet	Each Delivery
Heating/Holding/Serving	Potentially Hazardous Foods
Refrigerator / Freezer Temperature Log	Each day
Thermometer Calibration Log	Per food safety plan
Dish Machine Temperature Log	Each day machine is operated
Chemical Concentration Records	
Manual Dish Washing	Each Meal Service
Training	
New Employee/Volunteer Orientation Agreement	Prior to Start Time
Food Safety Training Plan and Record	On-going
Corrective Action Records	As necessary

Product Record: Damaged or Discarded Product Log

(prototype)

Instructions: Food service employees will record product name, quantity, action taken, reason, initials, and date each time a food product is damaged and/or will be discarded due to improper handling. Supervisory employee will verify that damaged food is being discarded as instructed. Maintain this log for a minimum of one year beyond date of second inspection.

Date	Product Name/ Brand/ Company	Quantity	Action Taken (Hold, Return, Discard)	Reason	Initials

Receiving Log

(Prototype)

Instructions: Use this log for inspecting deliveries for food safety and food quality. It is not necessary to check each and every item. Record temperatures of potentially hazardous foods and/or perishable items such as vacuum packaged produce. Record any corrective action taken. Corrective action would include refusing products that are not delivered in sanitary condition and/or products that reveal signs of temperature abuse or mishandling. Use "F" to designate if the product is in frozen state.

Date	Time	Company	Product Name	Temperature or "F" for frozen state	Corrective Action	Initials

Daily Menu Production Plan (prototype)

☐ Traditional or ☐ Enhanced Food Based Menu Planning

Date: _____ School: _____

Number of Meals Served:

Grades: _____

Grades: _____

Second: _____

Adults _____

Total: _____

Over Versus Serve: Breakfast: ☐ One of Four

Lunch: ☐ Four of Five ☐ Three of Five

Menu	Recipe # or Product Description	Process 1, 2, 3	Temp (°F)	Time	Quantity Prepared	Grades		Grades		Adults		
						Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Leftover *W/C/F/R
Meat/Meat Alternate												
Vegetable												
Fruits												
Bread/Grains												
Milk												
Other/Condiments												

* W=Waste C= Properly Cooled following SOP F=Returned to Freezer R=Returned to Refrigeration

Food Transport Sheet

(Prototype)

Serving Site: _____ **Date:** _____

Meals ordered **Student Meals** _____

Adult/Second Meals _____

Extra Milk _____

Menu Item	Portion Size	Number Portions Sent	Production Kitchen		Serving Site	
			Time Carts are Loaded	Temp.* When Carts are Loaded	Temp. on Arrival	Temp. at meal service

*Monitor Temperatures of potentially hazardous foods.

Special Instructions/Comment

HEATED FOOD TEMPERATURE LOG

Version 2 Prototype

School Site_____ Month _____20__

Date	Menu Item	Cook/Reheat Temperature	Holding Temperature	End Temperature

Cooking-Reheating Temperature Log

(Version 2 - Prototype)

Instructions: Take and record the temperature of potentially hazardous foods at the end of the designated cooking period. Continue cooking if needed until the minimum internal temperature required by WI food code is reached and record the final temperature. You do not need to record a second temperature if the required temperature is reached during the first checked.

Date	Food Item	1st Measurement			2nd Measurement			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

Time and Temperature for Hot Holding

(prototype)

Instructions: Record time and temperature of potentially hazardous foods placed in hot holding units (cooked/heated temperature) for more than 15 minutes or one serving period. Record the time and temperature of the product after meal service is concluded. Potentially hazardous food items must be discarded if the time/temperature logs indicates that the temperature of the product was not continuously maintained at 135° F. or above for more than 4 hours. Follow proper procedures for properly cooling any leftovers that will be re-served.

Date	Food Item	1st Measurement (e.g. enter holding)			2nd Measurement (e.g. exit holding)			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

Service Temperature Log

(prototype)

Instructions: Take random sampling of the cooked/heated temperature of all potentially hazardous foods when placed on the serving line and when removed from the line.

Date	Menu Item	Start			End			Corrective Action
		Time	Temp	Initials	Time	Temp	Initials	

Please report readings that do not fall in the optimal ranges to the unit supervisor. Corrective action must be noted if temperatures fall outside of appropriate range.

Cooling Study Temperature Log

(Prototype)

Menu Item:_____ **Date:** _____

Instructions: Record temperatures every 15 minutes of the cooling cycle as efforts are made to reduce temperature of item from 135° F. to at 70° F within two hours. Frequent logging of temperatures will allow for modifications so that additional measures can be taken to reduce temperature. Record any modifications taken to reduced temperature, if applicable. Record temperature at least every 30 minutes when attempting to lower product from 70°F. to 41° F. within four hours. Develop a Standard Operating Procedure (SOP) for the proper cooling procedures that include the necessary steps. Keep this log with the SOPs for each of the site(s) using the procedures for cooling this particular menu item. Conduct a new cooling study for changes in ingredients.

Cooling product from 135° F. to 70°F. within 2 hours

Time	Temperature	Modifications taken	Initials

Cooling menu from 70° F. to 41° F. within 4 hours

Time	Temperature	Modifications taken	Initials

Daily Refrigerator / Freezer Temperature Log

(Prototype for two temperature readings)

Instructions: This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee/volunteer will record the time, temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. Maintain this log for one year after the second annual inspection. If corrective action is required on any day, circle the date in the first column and explain the action taken on the bottom of the log.

Refrigerators: Between 36°F and 41°F. **Freezers: Between -10°F and 0°F.**

Month/Year: _____ **Location/Unit Description:** _____

Date	Time Temp. Taken <AM>	Temperature	Initials of person taking temperature	Time Temp. Taken <PM>	Temperature	Initials of person taking temperature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Corrective Action Taken:

Daily Refrigerator / Freezer Temperature Log

(Prototype for multiple units on one form)

Instructions: This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee/volunteer will record the time, temperature and their initials (preferably upon arrival) once in the morning and once (preferably just before leaving the facility) in the afternoon. Maintain this log for one year after the second annual food safety inspection. If corrective action is required on any day, circle the date in the first column and explain the action taken on the bottom or the backside of the log.

Month: _____ **Year:** _____

Date	Reach-in Refrig.	Snack Freezer	Milk Cooler	Walk-in Freezer	Walk-in Refrig.	Employee's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Refrigerators Temp.: 36°F and 41°F. **Freezers Temp.: -10°F and 0**

Thermometer Calibration Log

(prototype)

Instructions: Check and calibrate all bi-metallic stemmed (instant-read) thermometers in this facility every two weeks and any time a thermometer is dropped or bumped. If this log shows that thermometers stay calibrated over the two-week period, move to a three-week calibration period. Designate a receptacle for storage of thermometers that "need calibration" and a receptacle labeled "calibrated thermometers". Maintain this log for a minimum of one year after the second inspection. If corrective action is required, explain the action taken in the last column.

Number of Stem Thermometers in Facility: _____

Date	**Temp. When Placed in Ice Bath**	**Calibrated By** (Food Service Employee Initials)	**Corrective Action**

Dish Machine Temperature Log

(prototype)

School/Facility: _____ Month:_____ 20____

Date	Meal	Initials	Wash	Final Rinse	Water Press.	Thermal Strip	Corrective Action
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						
	B L						

Directions:	**Fill in Manufacturer's Instruction for Dishmachine. Check data plate mounted on dishmachine**
1. Complete this log to designate temperature at start of first load for each meal service. The cycles must reach the appropriate temperature for each load. 2. Record date, initials, and temperatures. 3. At least once per week, attach thermal strip to a tray or plate and run through machine. 4. If temperatures are outside the acceptable range or the thermal strip does not turn to black, indicate corrective action on form.	• **Wash temperature: °F** • **Final rinse temperature: °F** • **Final rinse pressure: 15-25 psi**

Manual Warewashing Log

(prototype)

School/Facility: _____ Month:_____ 20____

Date	Meal	Initials	Sanitizer Concentration /WaterTemp.	Attach Sanitizer Test Strip Here if applicable	Corrective Action
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				
	B L				

1. Complete this form prior to each meal. 2. Use either hot water immersion sanitation (water temperature of 171°F) or chemical sanitation mixed at proper concentration, testing with appropriate test strip 3. Record date, initials, final rinse temperature OR test strip. 4. If temperatures are outside the acceptable range or chemical test strips indicate improper concentration, indicate corrective action.	**Temperature Standards:** • **Wash temperature – 110°F** • **Rinse temperature – 110°F** • **Final rinse temperature – at least 171°F or Chemical sanitizer at proper concentration**

Training of Food Service Staff/Volunteers/Student Workers

The *(job title)* will provide/arranged for training of food service staff, volunteers and/or student workers as part of orientation, annual in-service and other times during the school year.

New Employee/Volunteer/Student Workers/Other School Personnel Orientation

All employees and volunteers involved in food preparation and service will:

1. Meet with the person in charge to receive training on basic food safety. This training will include proper hand washing procedures.
2. The person in charge at each of the school serving locations will obtain Department of Health and Family Services Restaurant Manager Certification and keep this current certification current. **Note: School agencies that are not under contract with a food service management company are not required to meet Wisconsin Food Code regulations regarding Restaurant Certification. However, this certification is highly recommended for the person in charge at each serving sites.**
3. Receive training on following the standard operating procedures specific to their job assignments in school food service.

On-going Food Safety Training

1. Training needs of employees/volunteers/student workers will be identified prior to the start of each school year.
2. The needs are based on observations, corrective actions that were required, and/or recommendations by sanitarian during recent food safety inspections.
3. Training calendar will be completed prior to the start of each school year.
4. Appropriate resources used in the training activities including videos, DVDS, pre-planned lesson, and/or guest speakers.
5. Source of materials for the training activities include those distributed by U.S. Department of Agriculture and National Food Service Management Institute, Safe Food Crew (City of Madison) and the National Restaurant Association's National Food Safety Education Month archives. These resources are posted on DPI School Nutrition Team website at: http://www.dpi.wi.gov/fns/foodsafety.html
6. Those who attend the training activity held at the school will sign in on a roster.
7. Training activities may also include food safety courses held off site.

New Employee/Volunteer Orientation Agreement

Name_____ Position _____ School _____

Standard Operating Procedures	✓ if discussed	✓ if not applicable
General/Specific to Menu Items Categorized in Process 1		
Hand Washing		
Personal Hygiene/Health		
No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use		
Visitors in Food Service		
Using & Calibrating Food Thermometers		
Facility and Equipment Maintenance		
Approved Food Source		
Handling a Food Recall		
Receiving Deliveries		
Storing Food		
Storing and Using Chemicals		
Washing Fresh Fruits and Vegetables		
Thawing Potentially Hazardous Foods		
Controlling Time and Temperature During Preparation		
Preventing Cross Contamination		
Date Marking Potentially Hazardous Foods		
Holding Potentially Hazardous Foods		
Transporting Food to Remote Sites (Satellite Kitchens)		
Serving Food		
Preventing Cross-Contamination at Food Bars/Self Service Locations		
Cleaning & Sanitizing Food Contact Surfaces		
Wiping Cloths		
Using Time as Public Health Control (approved plans only)		

Specific to Menu Items Categorized in Process 2		
Cooking Potentially Hazardous Foods		

Specific to Menu Items Categorized in Process 3		
Cooling Potentially Hazardous Foods		
Reheating Potentially Hazardous Foods		
Other Information		

I understand that these procedures were developed to protect the safety of students and other food service customers.
I agree to follow these policies and ask questions when I need clarification.

_____ _____ _____ _____

Employee/Volunteer Date Person In Charge/Supervisor Date

Annual Training Calendar

School Site _____ School Year: 20___

Training Topics	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July

Food Safety Training Roster

School Site(s)	Date:
Topic:	
Length of Time:	
Presenter:	
Training Materials Used:	

Attendance Sign In:

Annual Food Safety Plan Review

The *(job title)* will review the facility's food safety system and plan at the beginning of each school year and when any significant changes occur in the operation. The ***Checklist for Review of Food Safety System and Plan*** will be used for the review process.

Checklist for Review of Food Safety System and Plan

1. Review and update the following documents:

   _____ Food Preparation Process Charts (or other documents used to show categorization of menu items into process 1, 2, 3)

   _____ Control Measures used for each Process (CCPs and SOPs in the flow of food)

   _____ Standard Operating Procedures

   _____ Monitoring Procedures

   _____ Recordkeeping Procedures

   _____ Corrective Actions

2. What improvements are needed to improve current monitoring or recordkeeping methods?

3. What improvements were suggested by sanitarian conducting the food safety inspections?

4. What additional training is needed to support the food safety program?

5. Does the person in charge at each site demonstrate knowledge of the plan?

6. Have there been any changes to the menu or operation (new equipment, new food code requirements, etc.) that require changes to the plan?

7. Was the plan modified to reflect needed improvements or changes?

Checklist for Review of Food Safety System and Plan

Instructions: The person in charge or other designee _____will use this checklist to determine strengths and weaknesses of the food safety plan ☐ Monthly ☐ Twice per year ☐ Annually ☐ Other _____

Note responses and corrective action taken on this plan. Keep completed records for future reference.

Date _____ Observer _____

Personal Hygiene/Health

	Yes	No	Corrective Action		Yes	No	Corrective Action
Employees are properly attired including proper shoes	☐	☐		Eating, drinking, chewing gum are observed only in designated areas away from work areas.	☐	☐	
Hair net or designated hair restrains properly worn	☐	☐		Disposable tissues are used and disposed of when coughing/blowing nose	☐	☐	
Fingernails are short, unpolished, and clean unless suitable arrangements are made with person in charge	☐	☐		Employees take appropriate action when coughing or sneezing	☐	☐	
Jewelry is limited to plain ring	☐	☐		Disposable gloves worn when handling ready to eat foods	☐	☐	
Disposable gloves are changed at appropriate times/not reused	☐	☐		Hand are washed thoroughly using proper hand washing procedures at critical points	☐	☐	
Open sores, cuts, or splints and bandages on hands are completely covered with a disposable glove while handling food	☐	☐		Employees/volunteers comply with restrictions/ exclusion, per SOP	☐	☐	

Food Storage and Dry Storage

	Yes	No	Corrective Action		Yes	No	Corrective Action
Temperature is between 50 and 70 F	☐	☐		There are no bulging or leaking canned goods in storage.	☐	☐	
All food and paper supplies are 6-8 inches off floor	☐	☐		All surfaces and floors are clean.	☐	☐	
The FIFO (first in, first out) method of inventory is being practiced	☐	☐		Food is protected from contamination	☐	☐	
Open bags of food are stored in containers with tight fitting lids and labeled.	☐	☐		Chemicals are stored away from food and other food related supplies.	☐	☐	

Equipment/Maintenance

	Yes	No	Corrective Action		Yes	No	Corrective Action
All pieces of equipment are clean to sight and touch—equipment on serving lines, storage shelves, cabinets, ovens, ranges, fryers and steam equipment	☐	☐		Loading dock and area around dumpster are clean and odor free	☐	☐	
Food slicker is broken down, cleaned and sanitized after use	☐	☐		Exhaust hood and filters are clean	☐	☐	
Boxes, containers and recyclables are removed from site	☐	☐					

Refrigeration, Freezer and Milk Cooler Units

	Yes	No	Corrective Action		Yes	No	Corrective Action
Appropriate thermometers are placed in warmest locations, readily available and accurate	☐	☐		All food is properly wrapped, labeled and dated	☐	☐	
Temperature of cold food being held is at or below 41 degrees F	☐	☐		The FIFO method of inventory is used.	☐	☐	
Air temperature of all refrigerators and freezers is monitored and documented daily	☐	☐		Established cleaning schedule is followed to keep units clean	☐	☐	
Corrective action is noted on temperature logs	☐	☐		Food is stored 6 inches off floor in walk-ins	☐	☐	

Food Handling

	Yes	No	Corrective Action		Yes	No	Corrective Action
All food items are from approved sources	☐	☐		Food is tasted using the proper procedure	☐	☐	
Potentially hazardous frozen food is properly thawed	☐	☐		Potentially hazardous foods are quickly heated/re-heated to required temperature	☐	☐	
Preparation is planned so ingredients are kept out of the temperature danger zone to the extent possible	☐	☐		Food is cooked to the required safe internal temperature for the appropriate time. The temperature is tested with a calibrated food Thermometer	☐	☐	
Ready-to-eat food is handled with suitable utensils, such as single use gloves or tongs	☐	☐		Food is prepared in small batches to limit the time it is in the temperature danger zone	☐	☐	

Food Preparation Utensils and Food Contract Surfaces

	Yes	No	Corrective Action		Yes	No	Corrective Action
All small equipment and utensils, including cutting board are cleaned and sanitized between uses	☐	☐		Thermometers are cleaned and sanitized after each use	☐	☐	
Small equipment and utensils are air-dried	☐	☐		Thermometers are calibrated on a routine basis	☐	☐	
Work surfaces are clean to sight and touch	☐	☐		Can opener is clean to sight and touch	☐	☐	
Work surfaces are cleaned and sanitized between uses	☐	☐		Drawers, racks and storage bins are clean.	☐	☐	
Small equipment is inverted, covered, or otherwise protected from contamination when stored	☐	☐		Clean utensils are handled in a manner to prevent contamination of areas that will be in direct contact with food or a person's mouth	☐	☐	

Hot Holding

	Yes	No	Corrective Action		Yes	No	Corrective Action
Hot holding unit is clean	☐	☐		Temperature of hot food being held is at or above 135° F.	☐	☐	
Food is heated to the required safe internal temperature before placing in hot holding.	☐	☐		Food is protected from contamination.	☐	☐	
Hot holding units are not used to reheat potentially hazardous foods.	☐	☐		Hot holding unit is pre-heated before hot food is placed in unit.	☐	☐	

Cleaning and Sanitizing

	Yes	No	Corrective Action		Yes	No	Corrective Action
Three-compartment sink is properly set up for ware washing	☐	☐		Chemical sanitizer is mixed correctly and sanitizer strip is used to test chemical concentration	☐	☐	
Dish machine is working properly (i.e. gauges and chemicals are at recommended levels).	☐	☐		Wash and rinse water is clean and free of grease and food particles	☐	☐	
Water temperatures are correct for wash and rinse	☐	☐		Small ware and utensils are allowed to air dry	☐	☐	
If heat sanitizing is used, the utensils are allowed to remain immersed in 180 F water for 30 seconds	☐	☐		Wiping cloths are stored in sanitizing solution while in use	☐	☐	

Garbage Storage and Disposal

	Yes	No	Corrective Action		Yes	No	Corrective Action
Kitchen garbage cans are clean and kept covered	☐	☐		Boxes and containers are removed from site	☐	☐	
Garbage cans are emptied as necessary	☐	☐		Loading dock and area around dumpster are clean	☐	☐	
Dumpsters are closed.	☐	☐					

Pest Control

	Yes	No	Corrective Action		Yes	No	Corrective Action
Outside doors have screens, are well-sealed, and are equipped with a self-closing device	☐	☐		No evidence of pests is present	☐	☐	
Pest control services are provided by licensed pest control operator	☐	☐					

Important Terms

Control Measure – Any action or activity that can be used to prevent, eliminate, or reduce an identified hazard. Control measure determined to be essential for food safety are include in the flow charts on pages 4-9.

Corrective Action – An activity that is taken by a person whenever a critical limit is not met.

Critical Control Point (CCP) – An operational step in a food preparation process at which control can be applied and is essential to prevent or eliminate a hazard or reduced it to an acceptable level.

Critical Limit – One or more prescribed parameters that must be met to ensure that a CCP effectively controls a hazard.

Cross-Contamination – The transfer of harmful substances or disease-causing micro-organisms to food by hands, food contact surfaces, sponges, cloth towels and utensils that touch raw food, are not cleaned, and then touch ready-to-eat foods. Cross contamination can also occur when raw food touches or drips onto cooked or ready-to-eat foods.

Danger Zone – The temperature range between 41° F. and 135° F. that promotes rapid growth of pathogenic micro-organisms.

Exclude – To prevent a person from entering areas where food and equipment is stored and where food is prepared and served.

Hazardous Analysis and Critical Control Point (HACCP) – A prevention-based food safety system that identifies and monitors specific food safety hazards that can adversely affect the safety of food.

Internal Temperature – The temperature of the internal portion of a food product.

Micro-organism – A form of life that can be seen only under microscope, including bacteria, viruses, yeast, and single-cell entities.

Monitoring – The act of observing and making measurements to help determine if critical limits are being met and maintained.

Pathogen – A micro-organism (bacteria, parasite, viruses, fungi) that causes diseases in humans.

Personal Hygiene – Individual cleanliness and habits.

Potentially Hazardous Food (PHF) – A food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms. PHF includes animal food (a food of animal origin) that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts; cut melons, and garlic-in-oil mixtures that are not monitored in a way that results in mixtures that do not support growth.

Process Approach – A method of categorizing food operations into one of three categories described below.

Process 1: Food preparation with no cook step – ready-to-eat food is received, stored, prepared, held and served.

Process 2: Food preparation for same day service – food is received, stored, prepared, **cooked/re-heated (commercially processed food products)**, held and served**.**

Process 3: Complex food preparation – food is received, stored, prepared, cooked/re-heated (commercially processed food products), **cooled, re-heated on another day**, held hot and served.

Ready-to-Eat Food – Means food that is in a form that is edible without washing, cooking, or additional preparation by the food service operation.

Recordkeeping – Documenting monitoring activities.

Restrict – To prevent a person from working with exposed food, clean utensils and equipment, clean linens, and unwrapped single-service items.

Standard Operating Procedure (SOP)- Written description of food safety practices. It includes monitoring, recordkeeping, and corrective action, when applicable.